



U.S. Department of Justice
Office of Community Oriented Policing Services



The U.S. Department of Justice, *Office of Community Oriented Policing Services* (the COPS Office, www.cops.usdoj.gov) is pleased to announce that it is seeking applications for funding for the COPS FY2011 Community Policing Development Program. This program furthers the Department's mission by addressing the Department's goal of assisting state, local, and tribal efforts to prevent or reduce crime and violence.

COPS FY2011 Application Guide: Community Policing Development (CPD)

Eligibility

Open to all public governmental agencies, profit and non-profit institutions, universities, community groups and faith-based organizations. Proposals should be of national relevance, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. Applications that represent partnerships between law enforcement agencies and university and non-profit institutions are encouraged. Initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Deadline

All applications must be submitted by April 21, 2011, 5:00 PM EDT.

Completing an application under the CPD Program is a two-step process. Applicants are first required to register via www.grants.gov and complete an SF-424, submitting it through the [grants.gov](http://www.grants.gov) website. Once the SF-424 has been submitted via [grants.gov](http://www.grants.gov), the COPS Office will send an invitation e-mail to the applicant with instructions on completing the remainder of the CPD application through the COPS Office Online Application System (*see Deadline: Registration and Application and How to Apply*). If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at AskCOPSRC@usdoj.gov or 800.421.6770. *An application is not considered submitted until both of these steps are completed.*

Contact Information

For technical assistance with submitting the SF-424, call the [Grants.gov](http://www.grants.gov) Customer Service Hotline at 800.518.4726, send questions via e-mail to support@grants.gov or consult the [grants.gov](http://www07.grants.gov/assets/OrgRegUserGuide.pdf) Organization Registration User Guide at <http://www07.grants.gov/assets/OrgRegUserGuide.pdf>. For programmatic assistance with the requirements of this program or with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800.421.6770 or send questions via e-mail to AskCOPSRC@usdoj.gov.

U.S. Department of Justice
Office of Community Oriented Policing Services
Bernard K. Melekian, Director



COPS FY2011 Application Guide: Community Policing Development (CPD)

The COPS Application Guide is designed to assist applicants in applying for COPS grant programs. This Guide includes general information on the administrative and legal requirements governing the Community Policing Development Program, as well as detailed program-specific information.



For more information about COPS grants, please call the COPS Office Response Center at 800.421.6770.
U.S. Department of Justice
Office of Community Oriented Policing Services
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Washington, DC 20530

COPS Online: www.cops.usdoj.gov

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CONTENTS

OVERVIEW.....	1
About COPS	1
Community Policing Development Overview	2
DEADLINE: REGISTRATION AND APPLICATION	3
ELIGIBILITY REQUIREMENTS	3
PROGRAM-SPECIFIC INFORMATION	4
Application Topic Areas and Program Outcomes	4
Program Goals	10
Length of Grant Term, Maximum Federal Share, and Local Share Requirements	10
Federal Funding: Allowable and Unallowable Costs	11
Allowable Costs: Fundable Requests	11
Unallowable Costs: Requests That Will NOT Be Funded	12
Monitoring, Reporting, and Evaluation Requirements	13
PERFORMANCE MEASURES	14
HOW TO APPLY	15
Electronic Submission of the SF-424 via Grants.gov and the COPS Office Website	15
Obtaining a Data Universal Numbering System (DUNS) Number	16
Registering with the Central Contractor Registration (CCR)	18
Geographic Names Information System ID Number	18
Helpful Online Resources	18
Audit Requirement	18
Civil Rights	19
Grant Terms and Conditions	19
I. & II. Assurances & Certifications	19
III. Disclosure of Lobbying Activities	20
IV. Nonsupplanting Requirement	20
V. Procurement & Sole Source Justification—If Applicable	21
VI. Criminal Intelligence Systems/28 C.F.R. Part 23 Compliance—If Applicable	22
VII. Certification to Mitigate Possible Adverse Health, Safety, & Environmental Impacts—If Applicable	23
VIII. Federal Funding Accountability and Transparency Act Subaward Reporting System	23
Suspension or Termination of Funding	24
COPS APPLICATION ATTACHMENT TO SF424	25
WHAT AN APPLICATION MUST INCLUDE	25
Required Application Documents and Sections for Community Policing Development	25
Instructions: Application for Federal Assistance SF-424	27
Section 1: COPS Program Request	29
Section 2: Agency Eligibility Information	29
Section 3: General Agency Information	29
A. Applicant ORI Number	29
B. Applicant Data Universal Numeric System (DUNS) Number	29
C. Central Contractor Registration	29
D. Geographic Names Information System (GNIS) ID	29
E. Cognizant Federal Agency	30
F. Fiscal Year	30
G. Service Population	30
H. Law Enforcement Agency Sworn Force Information – Not Applicable	30

Section 4: Executive Information	30
A. Applicant Executive/Agency Executive Information	30
B. Government Executive/Financial Official Information.....	30
Section 5: COPS Officer Hiring Request Form – Not Applicable.....	30
Section 6: Law Enforcement & Community Policing Strategy	30
Section 7: Need For Federal Assistance	30
A. Waivers of the Local Match – Not Applicable	30
B. Explanation of Need for Federal Assistance	30
C. Fiscal Health – Not Applicable	30
Section 8: Continuation of Project After Federal Funding Ends	31
A. For COPS grants with a Retention Plan Requirement – Not Applicable.....	31
B. For COPS grants with no Retention Plan Requirement	31
Section 9: School Safety Assessment – Applies to Secure Our Schools (SOS) applicants only	31
Section 10: Executive Summary	31
Section 11: Project Description (Narrative)	31
Section 12: Official Partner(s) Contact Information	32
Section 13: Application Attachments	32
Vita and Resumes of Key Project Personnel	33
Budget Narrative	33
Budget Detail Worksheet	33
Section 14: Budget Detail Worksheets and Budget Narrative.....	33
Instructions for Completing the Budget Detail Worksheets.....	33
Instructions for Completing the Budget Narrative.....	34
Sample Budget Narrative	34
Section 15: Assurances and Certifications	38
A. Assurances	39
B. Certifications	41
Section 16: Disclosure of Lobbying Activities.....	43
Section 17: Certification of Review and Representation of Compliance With Requirements	43
APPENDIXES	44
Appendix A: Glossary of COPS Program Terms	44
Appendix B: Intergovernmental Review Process, Points of Contact by State	48
Appendix C: Federal Funding Accountability and Transparency Act (FFATA) Reporting and Executive Compensation Award Terms.....	48
Appendix D: Central Contractor Registration and Universal Identifier Requirements Award Terms	51
Appendix E: Sample Standard Budget Detail Worksheet	52
PAPERWORK REDUCTION ACT NOTICE	61

COMMUNITY POLICING DEVELOPMENT(CPD) (CFDA 16.710)

OVERVIEW

About COPS

The Office of Community Oriented Policing Services (the COPS Office) is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, and tribal law enforcement agencies through information and grant resources. The community policing philosophy promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime. In its simplest form, community policing is about building relationships and solving problems.

The COPS Office awards grants to state, local, and tribal law enforcement agencies to hire and train community policing professionals, acquire and deploy cutting-edge crime-fighting technologies, and develop and test innovative policing strategies. The COPS Office funding also provides training and technical assistance to community members and local government leaders and all levels of law enforcement.

Since 1994, the COPS Office has invested more than \$16 billion to add community policing officers to the nation's streets, enhance crime fighting technology, support crime prevention initiatives, and provide training and technical assistance to help advance community policing. More than 500,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office-funded training organizations.

The COPS Office has produced more than 1,000 information products—and distributed more than 2 million publications—including Problem Oriented Policing Guides, Grant Owners Manuals, fact sheets, best practices, and curricula. And in 2010, the COPS Office participated in 45 law enforcement and public-safety conferences in 25 states in order to maximize the exposure and distribution of these knowledge products. More than 500 of those products, along with other products covering a wide area of community policing topics—from school and campus safety to gang violence—are currently available, at no cost, through its online Resource Information Center at www.cops.usdoj.gov. More than 2 million copies have been downloaded in FY2010 alone. The easy to navigate and up to date website is also the grant application portal, providing access to online application forms.

Additional information regarding the COPS Office can be found at www.cops.usdoj.gov

Community Policing Development Overview

Community Policing Development (CPD) funds are used to advance the practice of community policing in law enforcement agencies through training and technical assistance, the development of innovative community policing strategies, applied research, guidebooks, and best practices that are national in scope. The COPS Office, a federal provider of innovative, customer-focused resources that address the continuing and emerging needs of those engaged in enhancing public safety through community policing, has designed the CPD solicitation to address critical topics in the law enforcement field by building on the principles of community policing.

Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime. Community policing is comprised of three key components:

- **Partnerships**
Collaborative partnerships between the law enforcement agency and the individuals and organizations they serve to develop solutions to problems and increase trust in police.
- **Organizational Transformation**
The alignment of organizational management, structure, personnel, and information systems to support community partnerships and proactive problem solving.
- **Problem Solving**
The process of engaging in the proactive and systematic examination of identified problems to develop and evaluate effective responses.

The 2011 CPD Program has been established to fund projects related to one of the following topic areas: (1) policing in a new economy; (2) ethics and integrity; (3) children and youth safety; (4) role of community policing in homeland security; (5) urban violence; (6) an open topic area for the submission of proposals focused on community-policing related topics not listed here; (7) tribal resources grant program training and technical assistance; (8) basic community policing technical assistance program; (9) critical response technical assistance program; and (10) core community policing curriculum program.

Please be advised that a hold may be placed on any application if it is deemed that the applicant agency is not in good standing on other U.S. Department of Justice grants, has other grants compliance issues that would make the applicant agency ineligible to receive COPS funding, and/or is not cooperating with an ongoing compliance investigation regarding a current COPS grant award. A hold may also be placed on any application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

DEADLINE: REGISTRATION AND APPLICATION

All applicants for the 2011 CPD Application are required to have a valid ORI. Please contact the COPS Office Response Center at 800.421.6770 to verify your agency's ORI. If you do not have an ORI, a COPS Office Response Center Specialist will assign one to you. This is required before you begin your application on Grants.gov.

Completing an application under the CPD Program is a two-step process. Applicants are first required to register via www.grants.gov and complete an SF-424. Once the SF-424 has been submitted, you will receive an e-mail from the COPS Office with instructions on completing the remainder of the CPD application through the COPS Office Online Application System. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at AskCOPSRC@usdoj.gov or 800.421.6770.

It is strongly recommended that applicants register immediately on Grants.gov. **In addition, applicants are strongly encouraged to complete the SF-424 and Section 1 on grants.gov as quickly as possible.** Any delays in registering with grants.gov or submitting the SF-424 may result in insufficient time for processing your application through grants.gov or the COPS Office Online Application System.

Once you have registered and submitted your SF-424 through Grants.gov, you will receive an e-mail within one business day with instructions for completing the COPS Attachment to the SF-424 through the COPS Office Online Application System. Complete application packages for the CPD 2011 Solicitation are due by April 21, 2011 at 5:00 PM EDT. Hard copies or electronic copies sent via e-mail will not be accepted.

For technical assistance with submitting the SF-424, call grants.gov Customer Service Hotline at 800.518.4726, e-mail support@grants.gov, or consult the grants.gov Organization Registration User Guide at <http://www07.grants.gov/assets/OrgRegUserGuide.pdf>. See "How to Apply" in this guide for more information.

For technical assistance with submitting the Online application via the COPS website, please call 800.421.6770 or send questions via e-mail to AskCOPSRC@usdoj.gov. See "How to Apply" in this guide for more information.

ELIGIBILITY REQUIREMENTS

Open to all public governmental agencies, profit and non-profit institutions, universities, community groups and faith-based organizations. Proposals should be of national relevance, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. Initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding.

For additional information, please contact the COPS Office Response Center at 800.421.6770 or send questions via e-mail to AskCOPSRC@usdoj.gov.

PROGRAM-SPECIFIC INFORMATION

Community Policing Development (CPD) funds are used to advance the practice of community policing in law enforcement agencies through training and technical assistance, the development of innovative community policing strategies, applied research, guidebooks, and best practices that are national in scope.

CPD funds are not intended to support the unique or sole needs of any single or group of law enforcement agencies or other entities.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

This solicitation is being announced as an open competition, and awardees will be expected to begin work immediately upon selection. Funding is limited, and we expect this solicitation to be very competitive.

When applying, please be sure to select the most appropriate topic area under which you are applying.

Please note that applicants may submit multiple applications.

Application Topic Areas and Program Outcomes

Applicants are encouraged to present original and innovative proposals under one of the application topic areas identified below and must address one or more of the program outcomes identified for each topic area.

1. Policing in a New Economy (COPS-CPD-2011-1)

Applicants are encouraged to submit proposals for the development of products and services that will increase the ability of law enforcement agencies nationwide to manage budgetary and resource constraints through the institutionalization of community policing principles. Proposed projects should seek to address one or more of the following outcomes:

- Increase the capacity of law enforcement agencies nationwide to leverage strategic partnerships to shift and share responsibility for crime with community stakeholders within an environment of diminished resources.
- Increase the capacity of law enforcement agencies nationwide to evaluate policies and procedures, the delivery of services, performance measurements, officer retention and/or organizational structure in order to improve organizational efficiency within an environment of diminished resources.
- Increase the knowledge surrounding the return on investment in crime prevention strategies in an environment of diminished resources.

2. Ethics and Integrity (COPS-CPD-2011-2)

Applicants are encouraged to submit proposals for the development of products and services that will increase the ability of law enforcement agencies nationwide to create fair, transparent, and objective approaches to building mutual trust and respect between law enforcement and the communities they serve by focusing on one or more of the following program outcomes:

- Increase the capacity of managers and supervisors in law enforcement agencies nationwide to promote organizational legitimacy through transparent and values-based practices.
- Increase the capacity of law enforcement agencies nationwide to partner with community stakeholders and others in order to advance impartiality, objectivity, justice, consistency of rule application, and decision-maker neutrality into policies that impact practices.
- Increase the capacity of law enforcement agencies nationwide and the communities they serve to work together and communicate in ways that improve their mutual respect and understanding through promoting fairness and transparency in resolving disputes, making decisions, and allocating resources.

3. Children and Youth Safety (COPS-CPD-2011-3)

Applicants are encouraged to submit proposals for the development of products and services that will increase the ability of law enforcement agencies nationwide to better understand and respond to children and youth safety issues by focusing on one or more of the following program outcomes:

- Increase the capacity of law enforcement agencies and service providers nationwide to address problems related to children exposed to violence in their homes, schools, and communities by developing knowledge about and increasing awareness of this issue.
- Increase the capacity of law enforcement agencies nationwide to coordinate with victim service providers, health care systems, school systems, and community based organizations on identification, screening, prevention, intervention, treatment, and response strategies for children exposed to violence related issues.
- Develop and test new programs and service models where gaps exist in the areas of children exposed to physical abuse, sexual abuse, dating violence, stalking, domestic trafficking, or commercial sexual exploitation.
- Increase the number of law enforcement officers nationwide who are trained to use conflict resolution skills when dealing with bullies and their victims.
- Increase the number of law enforcement agencies nationwide partnering with primary and secondary school administrators, community organizations, parent associations, and other stakeholders to implement cost-effective and sustainable partnerships to prevent and reduce bullying.

4. Role of Community Policing in Homeland Security (COPS-CPD-2011-4)

Applicants are encouraged to submit proposals for the development of products and services that will increase the ability of law enforcement agencies nationwide to partner with relevant stakeholders on homeland security initiatives and to integrate homeland security roles with community policing responsibilities by focusing on one or more of the following program outcomes:

- Build the capacity of law enforcement nationwide and local officials to work with disengaged communities* to build partnerships to improve engagement with law enforcement and coordination to prevent involvement in activities that may lead to, and manifest itself as, acts of terrorism or other criminal activities.
- Increase the capacity of law enforcement nationwide to develop problem solving strategies to identify, prevent, and eliminate terrorism ideologies and behaviors.

*Note: Disengaged communities may be defined as communities that have cultural, ethnic, racial, or language differences that may impact the relationship between law enforcement and the community served.

5. Urban Violence (COPS-CPD-2011-5)

Applicants are encouraged to submit proposals for the development of products and services that will increase the ability of law enforcement agencies nationwide to address specific urban violence problems through use of comprehensive strategies that balance prevention, intervention, and enforcement. Projects should also demonstrate principles of problem solving and fundamental elements of the community policing philosophy. Applicants may demonstrate the above by focusing on one or more of the following program outcomes:

- Increase the capacity of law enforcement agencies nationwide to reduce levels of urban violence by applying problem solving strategies (scanning, analysis, response, and assessment) to identify and address specifically defined violent crime problems.
- Increase the capacity of law enforcement agencies nationwide to engage in strategic partnerships that (1) help identify at-risk populations and, (2) provide early intervention, educational, and social programs addressing violence prevention.
- Develop innovative community policing models that target urban violence prevention.

6. Open (COPS-CPD-2011-06)

For programmatic ideas that do not fit into one of the above topics, applicants may submit proposals that advance the practice of community policing in law enforcement agencies nationwide through training and technical assistance, the development of innovative community policing strategies, applied research, guidebooks, and best practices that are national in scope. In addition, the COPS Office intends to highlight the needs of Asian American Pacific Islanders (AAPI) and other under-served communities through addressing the training needs of both the community and law enforcement agencies.

If you choose to submit an application under this category, you are required to develop and specify the program outcome(s) associated with your proposed topic.

7. Tribal Resources Grant Program (TRGP) Training and Technical Assistance (COPS-CPD-2011-7)

Overview:

The U.S. Department of Justice, Office of Community Oriented Policing Services (the COPS Office) will award up to \$1,000,000 for the enhancement of training and technical assistance in tribal communities. The COPS Office seeks proposals that demonstrate the ability to provide training and technical assistance to the approximately 80-100 tribal communities that will receive grant funding under the 2011 Tribal Resources Grant Program (TRGP), which is part of the Coordinated Tribal Assistance Solicitation (CTAS). The purpose of this funding is to provide comprehensive tailored training and technical assistance that targets tribal law enforcement, tribal leaders, and tribal community stakeholders. The training and technical assistance should feature a variety of community policing strategies including but not limited to: problem solving, community partnerships, organizational transformation, crime prevention, and community-based strategies. Applicants can propose to provide training and technical assistance through methods which might include on-site training, specialized technical assistance, distance or e-learning, publications, etc. Applicants should demonstrate a thorough understanding of tribal law enforcement and tribal communities. In addition, applicants should demonstrate their capacity to provide training and technical assistance to 80-100 tribal jurisdictions; knowledge of community policing and other specialized topics; and capacity to use Native American trainers.

Program Purpose Statement and Outcomes:

Applicants are encouraged to submit proposals that demonstrate the ability to provide training and technical assistance to the approximately 80-100 tribal communities that will receive grant funding under the 2011 Tribal Resources Grant Program (TRGP), which is part of the Coordinated Tribal Assistance Solicitation (CTAS). The proposal should focus on the following program outcome:

- Build the capacity of tribal law enforcement agencies and tribal communities to implement community policing, which may include problem solving, community partnerships, organizational transformation, crime prevention, community-based strategies, etc.

8. Basic Community Policing Technical Assistance Program (COPS-CPD-2011-8)

Overview:

Basic Community Policing Technical Assistance Program application requests can range from a minimum of \$250,000 to a maximum of \$500,000. Please note that a basic consideration in funding decisions will be based on the expected yield relative to the total cost of project. This program will support the development and delivery of technical assistance to COPS-funded grantees. The technical assistance should focus on community policing strategies including but not limited to: problem solving, community partnerships, organizational transformation, crime prevention, and community-based strategies. Applicants should demonstrate a thorough understanding of community policing, exhibit experience in the delivery of technical assistance; show experience working with law enforcement, and have the capacity to provide technical assistance to a multitude of law enforcement grantees, all with varying needs and requiring varying levels of assistance. The proposal should include a variety of methods for delivering the required technical assistance, including (but not limited to) regional conferences and workshops, on-line assistance, and on-site training. The proposed technical assistance plan should be scalable to accommodate ranges of assistance methods, aiding up to 1,500 recipients.

Program Purpose Statement and Outcomes:

Applicants are encouraged to submit proposals that utilize a comprehensive approach to technical assistance, providing guidance and strategies to agencies in need of developing or enhancing their community policing practices. The proposal should focus on the following program outcomes:

- Build the capacity of law enforcement executives to increase public safety through implementing community policing in their agencies. This can be done through strategic planning, succession planning, policies, procedures, hiring and performance evaluation practices, and other organizational changes to support community policing efforts.
- Build the capacity of law enforcement, government officials, community leaders and other stakeholders to work together and build partnerships, identify challenges, and implement priorities to advance community policing through improved community engagement and coordination with other stakeholders.
- Build the problem solving capacity of law enforcement and the community they serve to develop strategies to identify problems and implement solutions that address their needs.

9. Critical Response Technical Assistance Program (COPS-CPD-2011-9)

Overview:

Critical Response Technical Assistance Program application requests can range from a minimum of \$250,000 to a maximum of \$500,000. Please note that a basic consideration in funding decisions will be based on the expected yield relative to the total cost of project. This program will provide technical assistance to support law enforcement efforts related to high profile events, major incidents, or disasters that are identified by the COPS Office. The COPS Office will inform the awardee on a regular basis of significant events that require technical assistance. The COPS Office seeks proposals that demonstrate an applicant's ability to provide the guidance, support, and logistics that will be required to deliver technical assistance to at least 50 jurisdictions. The applicant must have or develop a cadre of public safety subject matter experts and trainers that can deliver technical assistance on short notice; have experience working with law enforcement; exhibit the flexibility to provide technical assistance to sites given relatively short term notice; supply expertise in conflict resolution; and have a thorough understanding of community policing and other specialized topics.

This assistance would enhance agencies' ability to work with stakeholders within a community policing environment, and should feature a variety of community policing strategies including but not limited to: problem solving, community partnerships, organizational transformation, crime prevention, and community-based approaches. Applicants can propose to provide technical assistance through methods that may include electronic communication strategies, social media outreach, facilitated discussion, on-site technical assistance, and other approaches.

Program Purpose Statement and Outcomes:

Applicants are encouraged to submit proposals that provide strategies, based on the foundations of community policing, that are tailored to the specific need/ problem of an agency and the community it serves. Proposals should include innovative and diverse approaches to deliver technical assistance to participating agencies. The proposal should focus on the following program outcomes:

- Increase the COPS Office's ability to respond immediately to high profile events, major incidents, or disasters that impact the capacity of law enforcement, government officials, community leaders, and other stakeholders to build partnerships, identify challenges, and implement priorities to improve quality of life, advance public safety, and encourage engagement and coordination.

- Increase the COPS Office's ability to respond immediately to high profile events, major incidents, or disasters that impact the problem solving capacity of law enforcement, government officials, community leaders, and other stakeholders to develop and implement solutions to address specific needs/problems.
- Increase the COPS Office's ability to respond immediately to high profile events, major incidents or disasters that impact the capacity of the law enforcement and community to: (1) establish a problem-solving approach to its high profile or critical incident and (2) develop performance measurements to assess the outcome of the approach.

10. Core Community Policing Curriculum Program (COPS-CPD-2011-10)

Overview:

Core Community Policing Curriculum Program application requests can range from a minimum of \$150,000 to a maximum of \$350,000. Please note that a basic consideration in funding decisions will be based on the expected yield relative to the total cost of project. This program will support the revision of basic community policing courses provided by the COPS Office. Funding will also go to the development of new community policing curriculum as identified by the COPS Office. Courses will become a component of a new standardized Community Policing training program for law enforcement and communities to create a national coherence around community policing. Curriculum will address the community policing principles and special topics, such as problem solving, community partnerships, organizational transformation, and ethics and integrity. Applicants should demonstrate instructional design expertise and a thorough understanding of the community policing philosophy.

Program Purpose Statement and Outcomes:

Applicants are encouraged to submit proposals that utilize the ADDIE (Analysis, Design, Develop, Implement and Evaluate) model of instructional design to revise core community policing curriculum. The revised curriculum will address the tenets of community policing (*Partnerships, Problem Solving and Organizational Change*). The proposal should focus on the following program outcomes:

- Develop a standardized curriculum on Organizational Transformation that will instruct law enforcement executives on how to implement community policing in their strategic/succession planning, policies, procedures, hiring, and performance evaluation practices.
- Develop a standardized curriculum on Community Partnerships that will instruct law enforcement, government officials, community leaders, and other stakeholders on how to build partnerships, identify challenges, and implement priorities to improve engagement and coordination.
- Develop a standardized curriculum on Problem Solving that will instruct law enforcement and communities on how to develop strategies to identify problems and implement solutions that address their shared needs.
- Develop a standardized curriculum on Ethics and Integrity that will instruct law enforcement on professional ethics, legal standards, history of philosophical thinking, and decision making tools to create a healthy and ethical work environment.
- Develop new curriculum to meet specific or unique training needs identified by the COPS Office to support other community policing priorities.

Program Goals

The purpose of this CPD program is to advance the practice of community policing in law enforcement agencies through training and technical assistance, the development of innovative community policing strategies, applied research, guidebooks, and best practices that are national in scope. Applicants must identify those goals that will be directly accomplished if funding is awarded. It is not expected or anticipated that the proposed project accomplishes more than one of the following goals:

1. **Develop Knowledge:** Develop new knowledge or leverage existing knowledge about community policing activities and strategies that show promise.
2. **Increase Awareness:** Increase the number of agencies/individuals who are aware of the most effective community policing strategies.
3. **Increase Skills/Abilities:** Increase the skills and/or abilities of law enforcement agencies, relevant stakeholders, and/or individuals to engage in proven community policing practices.
4. **Increase Practice:** Increase the number of law enforcement agencies, relevant stakeholders, and/or individuals using proven community policing practices.
5. **Institutionalize Practice:** Increase the number of law enforcement agencies, relevant stakeholders, and/or individuals that systematically use and integrate proven community policing strategies as part of their routine business and will continue to engage in these practices for the foreseeable future.

Applicants are encouraged to visit the COPS Office website at www.cops.usdoj.gov, and refer to other resources, to ensure that the proposed work complements existing knowledge and tools, or addresses unmet needs.

Length of Grant Term, Maximum Federal Share, and Local Share Requirements

The first six application topic areas have a performance period of two years in duration, and there is no local match required. These requests can range from a minimum of \$75,000 to a maximum of \$500,000.

The Tribal Resources Grant Program Training and Technical Assistance grant performance period is three years in duration, for up to \$1,000,000 and there is no local match.

The Basic Community Policing Regional Technical Assistance Program, the Critical Response Technical Assistance Program, and the Core Community Policing Curriculum Program have grant performance periods that are two years in duration, and there is no local match. Basic Community Policing Technical Assistance Program application requests can range from a minimum of \$250,000 to a maximum of \$500,000. Critical Response Technical Assistance Program application requests can range from a minimum of \$250,000 to a maximum of \$500,000. Core Community Policing Curriculum Program application requests can range from a minimum of \$150,000 to a maximum of \$350,000. Budget requests must be tailored to the scope of the proposed work.

The COPS Office will review reasonable requests made for no-cost time extensions in the event that all funds granted have not been expended within the grant's performance period. Extension Request worksheets will be sent to awardees approximately 90 days prior to the award end date. Any extensions granted will be for time only, and not for additional funding. Please be advised that all extension requests **must** be received by the COPS Office prior to the official grant award end date.

At present, this is a one-time funding opportunity and COPS expects that all items, personnel, and/or training requested will be purchased or hired and the project implemented within the grant period.

Federal Funding: Allowable and Unallowable Costs

All items requested will be considered on a case-by-case basis during the budget review process. Items under the program must be purchased using the legislative guidelines established by the appropriations legislation that governs this funding. Additionally, each item requested must programmatically link to the activities described in your application. To the greatest extent practical, all equipment and products purchased with these funds must be American-made.

Allowable Costs: Fundable Requests

NOTE: For awards made to states or units of local government (including law enforcement agencies), requests may be made only for items or positions that are not otherwise budgeted with state, local, or Bureau of Indian Affairs (BIA) funds, and would not be funded in the absence of this COPS grant (see *Section IV. Nonsupplanting Requirement*).

Applications that represent partnerships between law enforcement agencies and university and non-profit institutions are encouraged to apply. Initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding.

Budget requests may be made in the categories of:

- **Civilian/Non-sworn Personnel (Salaries and Benefits):** Salaries and benefits of personnel for percentage of time spent working directly on the project.
- **Equipment and Technology:** Necessary equipment and technology specifically purchased to implement or enhance the proposed project.
- **Supplies:** Consumable products used solely for this project. Such costs may include paper, printer ink, pens, pencils, etc.
- **Travel/Training:** Reasonable costs for travel more than 50 miles from program location (transportation, lodging, per diem) to visit other jurisdictions to conduct site visit work, to provide training/technical assistance, etc. Travel costs will be reimbursed based on the applicant's written institutional policy if the costs are reasonable and allocable to the project. In the absence of an acceptable institutional travel policy, allowable per diem travel costs for lodging, meals, and incidentals will be reimbursed based on the established United States General Services Administration (GSA) per diem rates for the relevant geographic area. Allowable airfare costs will be reimbursed based upon the lowest discount commercial airfare, the Federal Government contract rate (if authorized and available), or standard coach fare.
- **Contracts/Consultants:** Consultant expenses and contracts for goods or services that directly contribute to the implementation or enhancement of the project. Compensation for individual consultant services procured under a COPS grant must be reasonable and allocable in accordance with OMB cost principles, and consistent with that paid for similar services in the marketplace. Unless otherwise approved by the COPS Office, independent consultant rates will be approved based on the salary a consultant receives from his or her primary employer, as applicable, up to \$550 per day. For consultant or contractor rates which exceed \$550 per day, the COPS Office requires written justification if the consultants or contractors are hired through a noncompetitive bidding process and grantees must receive COPS Office approval of those rates before drawing down grant funds. Determinations of approval will be made on a case-by-case basis.
- **Other Costs:** Items not included in the above categories, but which have a direct correlation to the overall success of a grantee's project objectives and are necessary for the project to reach full implementation will be considered on a case-by-case basis by the program office.

- **Indirect Costs:** Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate. You must submit a copy of the current indirect cost rate agreement **with your CPD Program application package. Please note that a basic consideration in funding decisions is the expected yield relative to the total cost of the project, including indirect costs.**

Applicants must provide sufficient explanation for items requested via the Budget Narrative section of this application. Applicants will be notified of any points of clarification the COPS Office may require.

Unallowable Costs: Requests That Will NOT Be Funded

The items listed below are generally considered to be unallowable and may only be considered for funding under *extremely limited and extenuating circumstances and at the discretion of the COPS Office based on a clear demonstration of a direct link between the requested item and the applicant's CPD project.*

This is not an exhaustive list, and items not listed below will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items that may not be included on this list. Agencies are expected to request items that show a direct link between the requested item and the applicant's CPD project. All requests must contribute directly to the specific purpose of the grant project and relate to the parameters stipulated in the appropriate legislations that govern this funding.

Requests for reimbursement of items purchased or expenses incurred prior to the award start date will not be funded.

Salaries:

- Salaries and benefits of personnel that do not work directly on the project are not allowed. For awards made to states or units of local government (including law enforcement agencies), salaries and benefits for positions that are already budgeted with state, local, or Bureau of Indian Affairs (BIA) funds, and would be funded in the absence of this COPS grant are also not allowed.

Equipment/Technology:

- Bicycles
- Body wire equipment
- Bulletproof vests and accessories
- Bunker shield(s)
- CAD/RMS systems
- Cellular or satellite phone airtime
- Communications towers
- Construction and renovation costs
- Dictation systems
- Electronic Control Devices (ECD)
- General police vehicles (including patrol cars and leased vehicles)
- Golf carts / Segways
- Handcuffs, weapons, and ammunition (including training ammunition)

- Mobile Data Terminals (MDTs)
- Pagers (including service time)
- Prisoner transport vehicles
- Radar guns/equipment
- Radios
- Standard issue police vehicle equipment (including light bars, cages, and siren packages)
- Equipment and technology not directly to the CPD grant

Travel/Training:

- Local travel costs (lodging, meals, per diem, or transportation costs) within a 50-mile radius of the project location
- Mileage reimbursement, rental cars, parking fees, and/or taxi fare for local travel within a 50-mile radius of the project location

Contracts/Consultants:

- Contractual agreements that cannot be directly linked to the CPD grant
- Maintenance and/or service contracts that extend the life of the grant period (multi-year contracts and extended warranties are allowable, but must be paid in full within the initial grant period and must not exceed the grant period)
- Any consultant fees in excess of \$550 per day must receive prior written approval from the COPS Office, contingent upon written justification by the grantee, if the consultant or contractor is hired through a noncompetitive bidding process.

Supplies and Other Costs:

- Animals
- Funding for buy-back and/or confidential informant purposes
- Office rental/lease space, except for costs proportionate to work conducted under the CPD award (if not included within an indirect cost rate agreement)
- Standard or dress uniforms/uniform accessories

Monitoring, Reporting, and Evaluation Requirements

Federal regulations require that any financial assistance from the federal government be monitored to ensure that those funds are spent properly. Awarded agencies will be responsible for submitting Programmatic Progress Reports and quarterly Federal Financial Reports. Programmatic Progress Reports will be required quarterly for all agencies (e.g., profit or non-profit, private or public university/college, state associations, etc.) and annually for traditional law enforcement agencies. All agencies will be required to submit a final closeout report. In addition, the COPS Office is interested in tracking the progress of its programs and the development of its grantees' community policing plans. Therefore, all COPS grantees will be required to participate in grant monitoring activities of the U.S. Department of Justice, including but not limited to the COPS Office, the Office of the Inspector General, or any entity designated by COPS.

The COPS Office Monitoring staff may take a number of monitoring approaches, such as site visits, office-based grant reviews, and periodic surveys to gather information. The COPS Office may seek information including, but not limited to, your agency's compliance with non-supplanting and financial requirements of the grant and progress toward achieving your community policing plan. Program and Monitoring Specialists, as well as auditors, are particularly interested in confirming that the purchase of approved items is consistent with the applicant's proposal.

Please feel free to contact the COPS Response Center at 800.421.6770 to discuss any issues or concerns you may have.

PERFORMANCE MEASURES

To assist in fulfilling the Department of Justice's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding must provide data that measures the results of their work. Performance measures for CPD are as follows:

Objective	Performance Measures	Data Grantee Provides
Increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for personnel, technology, equipment, and training.	Performance measures for CPD will be developed consistent with and/or reflective of the Program Goals and Outcomes, and grantees under this Program will be required to submit performance data related to these measures.	Periodic progress reports providing an overview of CPD grant purchases/implementation and implementation of community policing strategies.

COPS Community Policing Development (CPD) funds are used to advance the practice of community policing in law enforcement agencies through training and technical assistance, the development of innovative community policing strategies, applied research, guidebooks, and best practices that are national in scope. All COPS CPD awards target increasing law enforcement agencies' capacity to implement community policing strategies within the three primary elements of community policing: 1) problem-solving; 2) partnerships; and 3) organizational transformation.

As part of the progress report, CPD grantees will be required to report on their progress towards developing deliverables that advance the practice of community policing.

Based on the data collected from grantees, the COPS Office may make improvements to the CPD Initiative to better meet the program's objective and law enforcement agency needs.

HOW TO APPLY

Primary Steps Required to Complete Application	Completed?
If necessary, request an ORI through the COPS Office Response Center at AskCOPSRC@usdoj.gov or 800.421.6770.	<input type="checkbox"/>
If you have not renewed your COPS Office Account Access information since February 8, 2011, contact the COPS Office Response Center at AskCOPSRC@usdoj.gov or 800.421.6770.	<input type="checkbox"/>
Register with grants.gov /Confirm registration	<input type="checkbox"/>
Obtain a DUNS number/Confirm DUNS number	<input type="checkbox"/>
Register with CCR database/Confirm CCR number	<input type="checkbox"/>
Complete SF-424 on grants.gov (Funding number: COPS-Application-2011)	<input type="checkbox"/>
Upon receipt of e-mail from COPS Office confirming successful submission of grants.gov application, complete remainder of application on COPS Office Online Application System.	<input type="checkbox"/>

Electronic Submission of the SF-424 via Grants.gov and the COPS Office Website

Please read the following important information before attempting to submit your application via the COPS website:

- Completing a CPD application is a two-step process. Applicants are first required to register via www.grants.gov and complete an SF-424. The grants.gov funding code for this solicitation is **COPS-Application-2011**. Once the SF-424 has been submitted, applicants will receive an e-mail from the COPS Office with instructions on completing the remainder of the CPD application through the COPS Office Online Application System. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at AskCOPSRC@usdoj.gov or 800.421.6770.
- It is strongly recommended that applicants register immediately on Grants.gov. In addition, applicants are strongly encouraged to complete the SF-424 as quickly as possible. Any delays in registering with grants.gov or submitting the SF-424 may result in insufficient time for processing your application through grants.gov or the COPS Office Online Application System. An application is not considered submitted until you have submitted your SF-424 on grants.gov and the remainder of the application on the COPS Office Website.
- For technical assistance with submitting the SF-424, call the Grants.gov Contact Center at 800.518.4726 or e-mail support@grants.gov. For assistance with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800.421.6770 or send questions via e-mail to AskCOPSRC@usdoj.gov.
- To apply for funding, applicants must have a DUNS number (DUNS numbers are required of all agencies requesting federal funding) and have an active registration with the Central Contractor

Registration (CCR) database.

- Applicants must comply with any word and/or field limit requirements described in the COPS Application Guide.
- Applicants will have the opportunity to print a copy of the application prior to submission, and a copy of the application after it has been submitted. Please note that the application package cannot be submitted until all required fields have been completed.
- Applicants will be able to print a copy of the application package only for reference while completing the application online via the COPS website. The COPS Office will not accept applications submitted via mail or e-mail.
- Do not wait until the application deadline date to begin the application process through the COPS website. The registration steps may take several days to complete, and if you wait until the application deadline date you may be unable to submit your application online.

Obtaining a Data Universal Numbering System (DUNS) Number

The federal government requires that all applicants for federal grants and cooperative agreements, with the exception of individuals other than sole proprietors, have a Data Universal Numbering System (DUNS) number prior to application submission. The DUNS number is used to identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems. A DUNS number may be obtained by telephone at 866.705.7511 or via the Internet at <http://fedgov.dnb.com/webform>.

Data Universal Numbering System (DUNS) Number

- The DUNS number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try to keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.
- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- **If you already have a DUNS number.** If you, as the entity applying for a federal grant or cooperative agreement, previously obtained a DUNS number in connection with the federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers, but use existing numbers and update/validate the information associated with the number.
- **If you are not sure whether you have a DUNS number.** Call D&B using the toll-free number **866.705.5711**, and indicate that you are a federal grant applicant or prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to

provide the information listed below and will immediately assign you a number, free of charge.

To Obtain Your DUNS Number

- The requestor may obtain a DUNS number via the Internet at <http://fedgov.dnb.com/webform>.
- The requestor may also obtain a DUNS number via telephone at **866.705.5711**. The phone is staffed from 8 AM to 6 PM (local time of the caller when calling from within the continental United States). Calls placed to the above number outside of those hours will receive a recorded message requesting the caller to call back between the operating hours. The process to request a number takes about 5-10 minutes. A DUNS number will be assigned at the conclusion of the call. You will need to provide the following information:
 - Legal name
 - Headquarters name and address for your organization
 - Doing business as (DBA) or other name by which your organization is commonly known or recognized
 - Physical address, city, state, and zip code
 - Mailing address (if separate from headquarters and/or physical address)
 - Telephone number
 - Contact name and title
 - Number of employees at your physical location

Managing Your DUNS Number

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches/divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS number request line at **866.705.5711** to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches/divisions have DUNS numbers for federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

Obtaining a DUNS number is absolutely free for all entities doing business with the federal government. This includes grant and cooperative agreement applicants or prospective applicants and federal contractors. Be certain to identify yourself as a federal grant applicant or prospective applicant.

Registering with the Central Contractor Registration (CCR)

In addition to the DUNS number requirement, the COPS Office requires all applicants (other than individuals) for federal financial assistance to be registered in the Central Contractor Registration (CCR) database prior to submitting an application. Applicants must also maintain an active CCR registration with current information at all times during the grant application process and, if awarded, the grant award period. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via [Grants.gov](https://www.grants.gov) are already registered with CCR, as it is a requirement for [Grants.gov](https://www.grants.gov) registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

If awarded, your agency must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

To review the Central Contractor Registration and Universal Identifiers Requirements award terms, please see Appendix D.

Geographic Names Information System ID Number

The Geographic Names Information System (GNIS) database is maintained by the U.S. Geological Survey, U.S. Department of the Interior. The database assigns a unique, permanent feature identifier, the Feature ID, which is the only standard federal key for integrating or reconciling feature data from multiple datasets.

To determine your jurisdiction's Feature ID number:

- Go to: <http://geonames.usgs.gov/> and click on "Search Domestic Names"
- From this screen, you can enter the name of your jurisdiction (for example, "Cleveland")
- Select your state ("Ohio")
- Click "Send Query" (The results will show that Cleveland, Ohio is a populated place with a Feature ID of 1066654.)
- Enter this 7-digit number into your application form. Some jurisdictions may have Feature IDs of less than 7 digits; for example, American University is a school in the District of Columbia with a Feature ID of 531560. In this case, you should place a "0" in front of the number to ensure that 7 digits are entered into the application form (e.g., 0531560).

Helpful Online Resources

DUNS Number Information:

<http://fedgov.dnb.com/webform/displayHomePage.do>

Central Contractor Registration (CCR): www.ccr.gov

Audit Requirement

OMB Circular A-133 establishes the requirements for organizational audits that apply to COPS grantees. Grantees must arrange for the required organization-wide (not grant-by-grant) audit in accordance with the requirements of this circular.

Civil Rights

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. A memorandum addressing federal civil rights statutes and regulations from the Office for Civil Rights, Office of Justice Programs will be included in the award package for grant recipients. All applicants should consult the Assurances form to understand the applicable legal and administrative requirements.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights law and/or is not cooperating with an ongoing federal civil rights investigation.

Grant Terms and Conditions

The following section describes all of the compliance terms and conditions that applicants should be aware of before applying to COPS programs. The table below further defines which of the legal requirements are applicable to the program for which you are applying. Please review each section carefully. The signatures of the applicant's Authorized Organizational Representative, Law Enforcement Executive/Program Official and Government Executive/Financial Official on Section 17: Certification of Review and Representation of Compliance with Requirements of the COPS Application Attachment to the SF-424 assures the COPS Office that your agency will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds.

Key: Y – Yes N – No P – Possibly (dependent upon particular agency regulations or items requested)							
FY 2011 Program	I. Assurances	II. Certifications	III. Disclosure of Lobbying Activities	IV. Non-supplanting	V. Procurement & Sole Source Justification	VI. Criminal Intelligence Systems/28 C.F.R. Part 23	VII. Mitigate Possible Adverse Health, Safety, and Environmental Impacts
CPD	Y	Y	Y	Y	P	Y	P

I. & II. Assurances & Certifications (Also included in Section 15 of this Application Guide and Standard Application forms.)

Applicants to COPS programs are required to sign the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read, understand, and accept the grant terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant. A hard copy of the Assurances and Certifications, signed by the Law Enforcement Executive/Program Official and Government Executive/Financial Official named on the COPS Application Attachment to the SF-424, should be kept in the agency's files and furnished upon request.

Please note that if awarded, your agency may be required to submit updated Assurances and Certifications forms signed by the Law Enforcement Executive/Program Official and Government Executive/Financial Official to the COPS Office.

III. Disclosure of Lobbying Activities (Also included in Section 16 of this Application Guide and Standard Application forms.)

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Refer to the implementing guidance published by the Office of Management and Budget for additional information. If this applies to your agency, you are required to complete and submit the Disclosure of Lobbying Activities (SF-LLL) via [Grants.gov](https://www.grants.gov). Complete all items that apply for both the initial filing and material change report.

IV. Nonsupplanting Requirement

Grant funds may not be used to replace state or local funds (or, for tribal grantees, Bureau of Indian Affairs funds) that would, in the absence of federal aid, be made available for the purpose of the grant. Instead, grant funds must be used to increase the total amount of funds that would otherwise be made available for the grant purposes.

A grant recipient may not use federal grant funds to pay for any item or costs associated with this request that the recipient is already obligated to pay. Funds allocated to pay for law enforcement costs irrespective of the grant may not be reallocated to other purposes or refunded should a COPS grant or cooperative agreement be awarded. Non-federal funds must remain available for and devoted to that purpose, with COPS funds supplementing those non-federal funds. Funding awarded cannot be obligated until after the grant award start date (unless an exception is authorized in writing by the COPS Office). This means that COPS funds cannot be applied to any agency cost incurred prior to the award start date.

The possibility of supplanting will be the subject of careful application review, possible pre-award review, and post-award monitoring and audit. Any supplanting of non-federal funds by COPS grant funds may be grounds for potential suspension or termination of grant funding, recovery of misused funds, and/or other applicable legal sanctions.

If you have questions concerning the nonsupplanting requirement while completing this application, please contact the COPS Office Response Center at 800.421.6770 or askCOPSRC@usdoj.gov for further information.

V. Procurement & Sole Source Justification—If Applicable

Sole source, or procurement by noncompetitive proposals, is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. It must adhere to the standards set forth in the Uniform Administrative Requirements, 28 C.F.R. § 66.36 or 28 C.F.R. § 70.40 et seq. (as applicable).

For the purchase of equipment, technology, or services under a COPS grant award, grant recipients must follow their own policies and procedures on procurement as long as those requirements conform to the federal procurement requirements set forth in 28 C.F.R. § 66.36 and 28 C.F.R. § 70.40 et seq. (as applicable). If a grant recipient determines that the award of a contract through a competitive process is infeasible, and if one of the following circumstances applies: (1) the item/service is available only from one source; (2) the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or (3) competition is determined inadequate after solicitation of a number of sources, the grant recipient must seek written authorization from the COPS Office for sole source procurements in excess of \$100,000. Written approval for sole source procurements from the COPS Office must be received prior to purchasing equipment, technology or services, obligating funding for a contract, or entering into a contract with grant funds.

Requests for sole source procurements of equipment, technology, or services in excess of \$100,000 must be submitted to the COPS Office in writing certifying that the award of the contract through full and open competition is infeasible. The sole source request must be prepared on department letterhead. The request should also include the following information:

Section I – A brief description of the project, the amount to be designated for the sole source procurement, and the purpose of the contract.

Section II – A statement identifying which one (or more) of the three circumstances identified below apply to the procurement transaction and an explanation as to why it is necessary to contract in a noncompetitive manner. Include supporting information as identified below under the applicable section(s).

The item/service is available only from one source.

- Uniqueness of items/services to be procured from the proposed contractor or vendor (compatibility, patent issues, etc.)
- How the agency determined that the item/service is only available from one source (market survey results, independent agency research, patented or proprietary system, etc.)
- Explanation of need for contractor's expertise linked to the current project (knowledge of project management, responsiveness, experience of contractor personnel, prior work on earlier phases of project, etc.)
- Any additional information that would support the case

The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.

- When the contractual coverage is required by your department and why
- Impact on project if deadline/dates are not met
 - How long it would take an alternate contractor to reach the same required level of competence (equate to dollar amounts, if desired)
 - Any additional information that would support the case

Competition is determined inadequate after solicitation of a number of sources.

- Results of a market survey to determine competition availability; if no survey is conducted, please explain why not
- Any additional information that would support the case

Section III – A declaration that this action/choice is in the best interest of the agency.

Upon receipt of the request for sole source authorization, the COPS Office will review to determine if competition is infeasible, and your agency will be contacted if any of the identified information is missing or if additional supporting information is required. If the COPS Office determines that the request does not meet the standards set forth above, the request will be denied.

Please be advised that conflicts of interest are prohibited under the procurement standards set forth in 28 C.F.R. § 66.36 and 28 C.F.R. § 70.40 et seq.

If you have any questions regarding the federal requirements that guide procurement procedures, please contact your COPS Program Manager at 800.421.6770.

VI. Criminal Intelligence Systems/28 C.F.R. Part 23 Compliance—If Applicable

If your agency is receiving COPS funding for equipment/technology that will be used to operate an *interjurisdictional* criminal intelligence system, you must agree to comply with the operating principles found at 28 C.F.R. Part 23. An “interjurisdictional criminal intelligence system” is generally defined as a system which receives, stores, analyzes, and exchanges or disseminates data regarding ongoing criminal activities (such activities may include, but are not limited to, loan sharking, drug or stolen property trafficking, gambling, extortion, smuggling, bribery, and public corruption) and shares this data with other law enforcement jurisdictions. 28 C.F.R. Part 23 contains operating principles for these interjurisdictional criminal information systems which protect individual privacy and constitutional rights.

If you are simply using the COPS funds to operate a single agency database (or other unrelated forms of technology) and will not share criminal intelligence data with other jurisdictions, 28 C.F.R. Part 23 does not apply to this grant.

VII. Certification to Mitigate Possible Adverse Health, Safety, & Environmental Impacts—If Applicable

The National Environmental Policy Act (NEPA) of 1969, as amended (Pub. Law 91-190; 42 U.S.C. 4321 *et seq.*) establishes a national goal of protecting the environment. NEPA's requirements apply to federal projects, decisions, or actions, including grants in aid that might have a significant impact on the quality of the human environment. For example, renovation and construction projects initiated by state or local law enforcement agencies with grant funding from the U.S. Department of Justice Office of Community Oriented Policing Services (the COPS Office) are subject to NEPA. These projects are usually also subject to related environmental impact review and consultation provisions within the following environmental statutes and executive orders: Coastal Zone Management Act; Coastal Barrier Resources Act; Clean Air Act; Safe Drinking Water Act; Federal Water Pollution Control Act; Endangered Species Act; Wild and Scenic Rivers Act; National Historic Preservation Act; Farmland Protection Policy Act; and executive orders related to protection of wetlands, floodplain management, and environmental justice.

It is the COPS Office's policy to minimize harm to the environment and we may reject proposals or encourage the modification of projects which have adverse environmental impacts. No grant funds may be awarded and/or expended for a specific construction proposal until an Environmental Assessment (EA) and/or an Environmental Impact Statement (EIS) has been completed and the COPS Office has issued a Finding of No Significant Impact (FONSI) or has approved the EIS.

VIII. Federal Funding Accountability and Transparency Act Subaward Reporting System

The Federal Funding Accountability and Transparency Act of 2006 (FFATA) requires, among other things, that information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is www.USASpending.gov.

Applicants should note that all recipients of awards of \$25,000 or more under this solicitation, consistent with FFATA, will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. If applicable, the FFATA Subaward Reporting System (FSRS), accessible via the Internet at www.fsrs.gov, is the reporting tool recipients under this solicitation will use to capture and report subaward information and any executive compensation data required by FFATA.

The subaward information entered in FSRS will then be displayed on www.USASpending.gov associated with the prime award, furthering Federal spending transparency.

Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the applicable reporting requirements should it receive funding.

To review the FFATA Reporting and Executive Compensation award terms, please see Appendix C.

Suspension or Termination of Funding

The COPS Office may suspend, in whole or in part, or terminate funding, or impose other sanctions on a grantee for the following reasons:

- Failure to substantially comply with the requirements or objectives of the Public Safety Partnership and Community Policing Act of 1994, program guidelines, or other provisions of federal law
- Failure to make satisfactory progress toward the goals or strategies set forth in this application
- Failure to adhere to grant agreement requirements or special conditions
- Proposing substantial plan changes to the extent that, if originally submitted, would have resulted in the application not being selected for funding
- Failure to submit required or requested reports
- Filing a false statement or certification in this application or other report or document
- Other good cause shown

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt to resolve the problem informally. Appeal procedures will follow those in the U.S. Department of Justice regulations in 28 C.F.R. Part 18.

False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law.

Please be advised that grantees may not use COPS funding for the same item or service also funded by an Office of Justice Programs (OJP) award.

COPS APPLICATION ATTACHMENT TO SF424

WHAT AN APPLICATION MUST INCLUDE

Required Application Documents and Sections for Community Policing Development

Listed below is a chart that shows the required documentation that must be completed and submitted for your CPD Program application to be considered complete. Failure to submit all required documentation at the time of the application may delay processing and/or result in the denial of your application. **Unless otherwise noted, each section listed must be completed in its entirety.** You can use this chart as an application checklist to ensure you have met all of the necessary requirements.

Application Documents and Sections	Required? Yes, No, or Possible (dependent upon program)	Completed?
1. Standard Form 424 (to be completed on grants.gov)	Yes	<input type="checkbox"/>
2. COPS Application Attachment to SF-424 (to be completed via COPS Office Online Application System)	Yes	<input type="checkbox"/>
Section 1: COPS Program Request	Yes	<input type="checkbox"/>
Section 2: Agency Eligibility Information	Yes	<input type="checkbox"/>
Section 3: General Agency Information	Yes	<input type="checkbox"/>
Section 4: Executive Information	Yes	<input type="checkbox"/>
Section 5: COPS Officer Hiring Request Form	No	<input type="checkbox"/>
Section 6: Law Enforcement & Community Policing Strategy	Yes	<input type="checkbox"/>
Section 7: Need for Federal Assistance	Yes (B only)	<input type="checkbox"/>
Section 8: Continuation of Project After Federal Funding Ends	Yes (B only)	<input type="checkbox"/>
Section 9: School Safety Assessment	No	<input type="checkbox"/>
Section 10: Executive Summary	Yes	<input type="checkbox"/>
Section 11: Project Description (Narrative)	Yes	<input type="checkbox"/>
Section 12: Official Partner(s) Contact Information	Possible	<input type="checkbox"/>

Section 13: Application Attachments Project Narrative (required) Key vitae/staff resumes (required) Budget Narrative (required) Form-fillable standard Budget Detail Worksheet (required, downloadable from COPS website) Indirect cost rate agreement (if applicable) Sole source justification (if applicable) Consultant rate justification (if applicable)	Yes	<input type="checkbox"/>
Section 14: Budget Detail Worksheets	Yes* (required in Section 13)	<input type="checkbox"/>
A. Part 1: Sworn Officer Positions	No	<input type="checkbox"/>
Part 2: Sworn Officer Salary Information	No	<input type="checkbox"/>
Part 3: Federal/Local Share Costs (Hiring)	No	<input type="checkbox"/>
B. Civilian/Non-Sworn Personnel	Possible*	<input type="checkbox"/>
C. Equipment/Technology	Possible*	<input type="checkbox"/>
D. Supplies	Possible*	<input type="checkbox"/>
E. Travel/Training	Possible*	<input type="checkbox"/>
F. Contracts/Consultants	Possible*	<input type="checkbox"/>
G. Other Costs	Possible*	<input type="checkbox"/>
H. Indirect Costs	Possible*	<input type="checkbox"/>
Budget Summary	Yes	<input type="checkbox"/>
Section 15: Assurances and Certifications A. Assurances B. Certifications	Yes	<input type="checkbox"/>
Section 16: Disclosure of Lobbying Activities	Yes	<input type="checkbox"/>
Section 17: Certification of Review and Representation of Compliance with Requirements	Yes	<input type="checkbox"/>

*SECTION 14, BUDGET DETAIL WORKSHEETS SHOULD BE FILLED OUT AS AN ATTACHMENT THAT CAN BE UPLOADED TO SECTION 13. A SAMPLE OF THE BUDGET DETAIL WORKSHEET IS PROVIDED IN APPENDIX E.

Instructions: Application for Federal Assistance SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	Type of Submission: (Required): Select one type of submission in accordance with agency instructions. • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.	10.	Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.		
5a.	Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.	16.	Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district. • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
5b.	Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.		
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	Applicant Information: Enter the following in accordance with agency instructions:		
	a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-444444.	18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.

	<p>c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.</p> <p>d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).</p>	<p>19.</p> <p>20.</p>	<p>Is Application Subject to Review by State Under Executive Order 12372 Process? Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.</p> <p>Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.</p>																								
	<p>e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, (if applicable) that will undertake the assistance activity, if applicable.</p> <p>f. Name and contact information of person to be contacted on matters involving this applicant (required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>	<p>21.</p>	<p>Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)</p>																								
<p>9.</p>	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0"> <tr> <td>A. State Government</td> <td>M. Nonprofit</td> </tr> <tr> <td>B. County Government</td> <td>N. Nonprofit</td> </tr> <tr> <td>C. City or Township Government</td> <td>O. Private Institution of Higher Education</td> </tr> <tr> <td>D. Special District Government</td> <td>P. Individual</td> </tr> <tr> <td>E. Regional Organization</td> <td>Q. For-Profit Organization (Other than Small Business)</td> </tr> <tr> <td>F. U.S. Territory or Possession</td> <td>R. Small Business</td> </tr> <tr> <td>G. Independent School District</td> <td>S. Hispanic-serving Institution</td> </tr> <tr> <td>H. Public/State Controlled Institution of Higher Education</td> <td>T. Historically Black Colleges and Universities (HBCUs)</td> </tr> <tr> <td>I. Indian/Native American Tribal Government (Federally Recognized)</td> <td>U. Tribally Controlled Colleges and Universities (TCCUs)</td> </tr> <tr> <td>J. Indian/Native American Tribal Government (Other than Federally Recognized)</td> <td>V. Alaska Native and Native Hawaiian Serving Institutions</td> </tr> <tr> <td>K. Indian/Native American Tribally Designated Organization</td> <td>W. Non-domestic (non-US) Entity</td> </tr> <tr> <td>L. Public/Indian Housing Authority</td> <td>X. Other (specify)</td> </tr> </table>	A. State Government	M. Nonprofit	B. County Government	N. Nonprofit	C. City or Township Government	O. Private Institution of Higher Education	D. Special District Government	P. Individual	E. Regional Organization	Q. For-Profit Organization (Other than Small Business)	F. U.S. Territory or Possession	R. Small Business	G. Independent School District	S. Hispanic-serving Institution	H. Public/State Controlled Institution of Higher Education	T. Historically Black Colleges and Universities (HBCUs)	I. Indian/Native American Tribal Government (Federally Recognized)	U. Tribally Controlled Colleges and Universities (TCCUs)	J. Indian/Native American Tribal Government (Other than Federally Recognized)	V. Alaska Native and Native Hawaiian Serving Institutions	K. Indian/Native American Tribally Designated Organization	W. Non-domestic (non-US) Entity	L. Public/Indian Housing Authority	X. Other (specify)		
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Section 1: COPS Program Request

Please ensure that the correct program box is selected for the funding opportunity code for which you are applying, for example Policing in a New Economy (COPS-CPD-2011-1).

If you plan to apply under more than one topic area, you must submit a separate application for each proposal. Please ensure that you read, understand, and agree to comply with the applicable terms and conditions as outlined in this Application Guide before finalizing your selections.

Your agency must maintain copies of the records used in this grant submission for future review in the event of a site visit, audit, or other request. Data used must be data that was recorded in official records. Please do not submit any confidential data or reports with your application.

Section 2: Agency Eligibility Information

The CPD Program is open to all public governmental agencies, profit and non-profit institutions, universities, community groups and faith based organizations. Proposals should be of national relevance, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. Initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding.

Section 3: General Agency Information

Please provide accurate agency information, as this information is used to identify your agency and may be used, along with other data collected, to determine funding eligibility.

A. Applicant ORI Number

The ORI number is assigned by the FBI and is your agency's unique identifier. The COPS Office uses the first seven characters of this number. The first two letters are your state abbreviation, the next three numbers are your county's code, and the next two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your grant. ORI numbers assigned to agencies by the COPS Office may end in "ZZ."

B. Applicant Data Universal Numeric System (DUNS) Number

A Data Universal Numbering System (DUNS) number is required. A DUNS number is a unique nine or thirteen-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. For more information about how to obtain a DUNS number, please refer to the "How to Apply" section of this Application Guide.

C. Central Contractor Registration

All applicants (other than individuals) are required to maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. For more information about how to register with the CCR, please refer to the "How to Apply" section of this Application Guide. Please note that applicants must update or renew their CCR at least once per year to maintain an active status.

D. Geographic Names Information System (GNIS) ID

Please enter your Geographic Names Information System (GNIS) Identification Number. This is a unique ID assigned to all geographic entities by the U.S. Geological Survey. To look up your GNIS Feature ID, please go to the website: <http://geonames.usgs.gov/domestic/index.html>. For more information about how to obtain a GNIS number, please refer to the "How to Apply" section of this Application Guide.

E. Cognizant Federal Agency

A Cognizant Federal Agency, generally, is the federal agency from which your jurisdiction receives the most federal funding. Your Cognizant Federal Agency also may have been previously designated by the Office of Management and Budget. Applicants that have never received federal funding should select the "Department of Justice" as the Cognizant Federal Agency.

F. Fiscal Year

Enter the month and day of the legal applicant's fiscal year.

G. Service Population

Please enter to the best of your ability (response cannot be zero).

H. Law Enforcement Agency Sworn Force Information – Not Applicable

Section 4: Executive Information

A. Applicant Executive/Agency Executive Information

For Law Enforcement Agencies: Enter the Law Enforcement Executive's name and contact information. This is the highest ranking law enforcement official within your jurisdiction (e.g., Chief of Police, Sheriff, or equivalent).

For Non-Law Enforcement Agencies: Enter the highest ranking individual in the applicant agency (e.g., CEO, President, Chairperson, Director, or equivalent) who has the authority to apply for this grant on behalf of the applicant agency. If the grant is awarded, the individual in this position would ultimately be responsible for the programmatic implementation of the award.

B. Government Executive/Financial Official Information

For Government Agencies: Enter the Government Executive's name and contact information. This is the highest ranking official within your jurisdiction (e.g., Mayor, City Administrator, Tribal Chairman, or equivalent).

For Non-Government Agencies: Enter the name and contact information of the financial official who has the authority to apply for this grant on behalf of the applicant agency (e.g., Treasurer). If the grant is awarded, the individual in this position would ultimately be responsible for the financial management of the award. Please note that information for non-executive positions (e.g., clerks, trustees, etc.) is not acceptable.

Note: Listing individuals without ultimate programmatic and financial authority for the grant could delay the review of your application, or remove your application from consideration.

Section 5: COPS Officer Hiring Request Form – Not Applicable

Section 6: Law Enforcement & Community Policing Strategy

Please complete CP1 and CP2.

Section 7: Need For Federal Assistance

Under Section 7-B, all applicants are required to provide a brief explanation of their agency's inability to address its public safety needs and implement this project without federal assistance.

A. Waivers of the Local Match – Not Applicable

B. Explanation of Need for Federal Assistance

C. Fiscal Health – Not Applicable

Section 8: Continuation of Project After Federal Funding Ends

A. For COPS grants with a Retention Plan Requirement – Not Applicable

B. For COPS grants with no Retention Plan Requirement

The questions in this section will be used for programs WITHOUT a retention requirement to report any plans to continue the program or activity after the conclusion of federal funding. Please identify the source(s) of funding that your agency plans to utilize to continue the program, project, or activity following the conclusion of federal support. Check all that apply.

Section 9: School Safety Assessment – Applies to Secure Our Schools (SOS) applicants only

Section 10: Executive Summary

Applicants are required to complete Section 10 of the COPS Application Attachment to the SF-424 Form. Briefly summarize (in 3,000 characters or less) how your agency intends to use this grant funding, if awarded, including how your proposed CPD project will address the topic area for which you are applying. This information may be used to keep Congress or other executive branch agencies informed about COPS CPD projects.

Section 11: Project Description (Narrative)

Agencies that seek funding under this program are required to submit a project description. To do so, please develop one narrative that addresses 1 through 5 below. Describe how the project will advance community policing as it pertains to the chosen topic area. The project narrative portion of the application is limited to 20 pages (maximum), double-spaced, 12 point font. Submit this narrative as an attachment under Section 13 of the application.

The narrative will be a significant factor in the application review and approval process. Failure to provide this information will eliminate your application from consideration.

Please format your narrative using the following sections. The total length of the narrative should not exceed 20 pages.

Narrative Sections

1. Topic and Program Outcome Identification and Justification

Select one application topic area described on pages 3–6. Briefly describe the topic and the program outcome(s) that will be addressed, the gap in existing knowledge and/or practice, why/how this project will meet that need, and the level of innovation and originality of the proposed work. If applicable, supply data to support the problem or gap and what has been done previously to address it. Explain how this project will build upon, expand, and/or incorporate the principles of community policing.

2. Program Goals

Very briefly identify and describe the specific program goal(s), listed on page 6, that are to be accomplished with reference to one or more of the following: developing knowledge, increasing awareness, increasing skills/abilities, increasing practice, and/or institutionalizing practice. Applicants must identify those goals that will be directly accomplished if funding is awarded. It is not expected or anticipated that the proposed project accomplish more than one of goals listed above.

3. **Strategy to Achieve Program Outcomes and Goals**

Applicants should provide a comprehensive description of the overall strategy and specific activities of the proposed work. Applicants should specify how these proposed activities will achieve the identified program outcomes and goals.

4. **Capacity and Experience**

Please detail the capacity of your organization to carry out the proposed plan, and briefly explain your experience with other similar efforts.

5. **Management and Implementation Plan**

Applicants should describe the overall management and implementation plan for the project. This should include: how you will ensure effective implementation of the project; a brief timeline with a list of key activities and milestones to take place within the award performance period (two years for all awards under this solicitation with the exception of Tribal TA), grouped by month or quarter; a management/staffing plan, detailing who will work on this project, what role they will play, their education and experience in similar projects, and their understanding of community policing; identification of any key partnerships or stakeholders who will play a role in the implementation of this project; and, if applicable, a brief marketing plan for the deliverable(s), to ensure a broad dissemination of the product(s) to the target audience(s).

6. **Evaluation Plan/Effectiveness of Program**

Although a formal evaluation is not a requirement for funding, the COPS Office strongly encourages applicants to consider how they will determine if grant funding was effective in addressing the program outcomes and goals outlined above. Applicants should detail specifically how they will evaluate the effectiveness of activities implemented as a result of receiving this award, including the extent to which the deliverables would assist law enforcement in implementing or institutionalizing community policing. Applicants should identify if/how data and information will be collected and tracked, and how these measures are consistent with the COPS Office performance measure to “advance the capacity of law enforcement to practice community policing.”

Section 12: Official Partner(s) Contact Information

If applicable, please submit a list of partnering agencies including contact person, organization name, address, phone number, and e-mail address.

Regardless of whether you submit any partnering agencies you still need to check the box and list the name of the person submitting this application.

Applications that represent partnerships between law enforcement agencies and university and non-profit institutions are strongly encouraged to apply. **Initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding.**

Section 13: Application Attachments

This section should be used to submit the required Project Description described in section 11 (maximum 20 pages), up to three Resumes/Vitas, the Budget Narrative (see Section 14), the Budget Detail Worksheet (sample provided in Appendix E), Indirect Cost Rate Agreement (if applicable), Sole Source Justification (if applicable), and documentation justifying consultant rates over \$550 per day if the consultant is hired through a noncompetitive bidding process (if applicable). The total size per attachment cannot exceed 20 MB, and zip files are not acceptable attachments and cannot be submitted. Additional attachments are strongly discouraged.

Vita and Resumes of Key Project Personnel

Applicants should attach the vitae/resumes of up to three key project staff detailing work and educational history, and highlighting any experience that is relevant to their ability to successfully carry out the proposed project. Vita and Resumes of Key Project Personnel attachments do not count toward the 20 page limit.

Budget Narrative

All CPD applicants must attach a Budget Narrative. Your agency must create and attach a document that 1) describes each item requested or group of similar items requested; and 2) links each item or group of items to the proposed project. All items will be reviewed on a case-by-case basis and in context of the allowable and unallowable costs lists. Budget narratives do not count toward the 20 page limit. See *Section 14: Budget Detail Worksheets and Budget Narrative instructions and sample information*.

Budget Detail Worksheet

All CPD applicants must use the form-fillable standard Budget Detail Worksheets provided, or equivalent document that follows the same format, to request funding through this program. These budget sheets are to be submitted in Section 13 as an Application Attachment. These sheets are available at <http://cops.usdoj.gov/Default.asp?Item=2450>. Budget Detail Worksheets do not count toward the 20 page limit.

Section 14: Budget Detail Worksheets and Budget Narrative

Instructions for Completing the Budget Detail Worksheets

A Sample Budget Detail Worksheet appears on the CPD Solicitation page on the COPS website at <http://cops.usdoj.gov/Default.asp?Item=2450>. This sample is also included in Appendix E of this Application Guide. You may use this sample as a guide to complete your Budget Detail Worksheet in another format (e.g., spreadsheet or some other format that will capture all required budget categories) OR you may use the non-savable Budget Detail Worksheet pdf document to print, scan, and upload your Budget Detail Worksheet in Section 13 of the COPS Online Application System. It must be completed offline, and submitted as an attachment on the COPS website. If you are not requesting anything under a particular budget category, please check the appropriate box in that category indicating that no positions or items are requested.

For CPD Program grants with a grant performance period of two years, please insert zeros for all categories in year three. If applying for the Tribal Resources Grant Program Training and Technical Assistance, you may request funding for three years as this program is designated as a three-year award period.

If Indirect Costs are applicable to your agency please enter “1” for the computation (number of items). For Computation (unit cost), include your total indirect costs for this project. Please explain only applicable indirect rates and amounts in your budget narrative.

All calculations should be rounded to the nearest whole dollar. Also, please note that the total project amount requested must be between \$75,000 and \$500,000. Once the budget for your application has been completed, a budget summary page will reflect the total amounts requested in each category and the total project costs.

Instructions for Completing the Budget Narrative

Applicants are required to provide a specific description for each item included in the Budget Detail Worksheets and explain how it supports the project goals and objectives outlined in their application. This information is to be submitted as an application attachment under Section 13 of your online application.

In the Budget Narrative, you must provide a brief description of the item(s) proposed for purchase, its purpose, and how the item(s) relates to the overall project. Sections A through H, and the Budget Summary of the COPS Budget Detail Worksheets are applicable to the CPD program. Every item included on the Budget Detail Worksheet must be included in the Budget Narrative. Like items may be grouped together for ease of reporting.

The structure of the Budget Narrative should coincide with the order of the Budget Detail Worksheets included in this application and must fall under one of eight categories: Civilian/Non-Sworn Personnel, Fringe Benefits; Equipment/Technology; Other Costs; Supplies; Travel; Contracts/Consultants; and Indirect Costs. (NOTE: Salary and benefits can only be requested for the award performance period —two years for all awards under this solicitation with the exception of Tribal TA). If you have any questions please refer to the sections on Allowable Costs, Unallowable Costs, and Nonsupplanting Requirements.

Please note for the Contracts/Consultants category the budget narrative should include, if applicable: 1) a description of products or services to be procured by contracts and an estimate of the cost; 2) consultant name(s), titles, services provided, number of days, and hourly or daily fee; and 3) consultant expenses to be paid from the grant including travel/meals/lodging and number of travel days along with services provided. The total of the contracts, consultant fees, and consultant expenses should be reflected in the budget detail worksheet and narrative. For your convenience, we have included a sample Budget Narrative and Budget Detail Worksheet below. For more information, please see the Allowable and Unallowable Costs section. **All FY2011 applicants must attach the Budget Narrative and the Budget Detail Worksheet as part of Section 13.**

Sample Budget Narrative

A. Sworn Officer Positions – Not Applicable

B. Civilian/Non-Sworn Personnel \$231,894

Salaries \$163,306

John Smith, Ph.D., Principal Research Scientist is the proposed PI. Dr. Smith will be responsible for the conduct of the study, and will ensure that all work is completed on time. He will lead the management and implementation of this study. He will be responsible for assessing project progress, acting as the liaison with COPS Office staff, convening and leading team meetings, overseeing all data collection and analysis, conducting focus groups and case studies, and writing the guidebook/toolkit.

682 hours X \$105/hour = \$71,610

Jane Doe, M.A., in the role of Project Manager, will oversee the day-to-day management of the project and lead the administration of the national survey. She will be responsible for coordinating and overseeing the development, implementation, tracking, and reporting of each project task.

736 hours X \$85/hour = \$62,560

The Editor will assist with the production of project materials and will draft, edit, and finalize the final report and guidebook.

82 hours X \$57/hour = \$4,674

Research Assistants: The project research assistants will be involved in all phases of the project. They will work on the majority of planning activities including updating the literature search, handling the logistics of convening the focus group, surveying data entry and assisting with survey analysis.

453 hours X \$27/hour X 2 positions = \$24,462

Provision for Annual Adjustments to Pay: There is a weighted methodology to calculate the Provision for Annual Adjustments to Pay (PAAP) which takes into consideration the timing of when future costs will be incurred. Currently, this company uses a 3.5% PAAP factor on labor. The weighted PAAP methodology takes into consideration "when" the cost is anticipated to be incurred and factors this time sequence into an adjusted PAAP. When a budget covers more than one calendar year the PAAP is prorated to calculate the appropriate escalation factor. The PAAP is derived from a consideration of inflationary factors in the overall U.S. economy and market factors affecting our compensation to staff.

Fringe Benefits \$68,589

Regular Staff fringe is applied to all full-time staff and contains elements that are associated with required insurances and other benefits required by State and Federal regulations. Specific elements in the regular staff fringe are as follows: FICA, Workers Compensation, Unemployment Compensation, Paid Absences, Pension, Medical Benefits, Life Insurance, Tuition Reimbursement, and Severance Allowance. The staff fringe is paid to all full time staff. The current regular staff fringe rate for 2011 is 42.0%.

C. Equipment/Technology \$8,637

User Charges for Information Services (Computer Network Services)

This company has a broad installation of computers linked by a data and communications network. All staff members use this computer network in their day-to-day work functions. The cost of equipment, labor, supplies, maintenance contracts, common software licenses, file servers, and interconnectivity comprise the Computer Network Service Pool expense. This charge is a Service Center pooled cost, described in the Cost Accounting Standards Disclosure Statement submitted to the U.S. Department of Health and Human Services on July 7, 2008 and approved October 2, 2008. This charge is applied as a fixed amount per hour of direct labor, and is based on an analysis of network usage by various categories of employees. Rates for 2011 are: \$5.12 per hour 1,687 hours x \$5.12 per hour = \$8,637

D. Supplies \$3,754

General office supplies: \$100 per month x 24, General office postage: \$50 per month x 24.

Postage for mailing survey request letters out (200 @ \$.44) + Postage for sending reminder letters (150 @ \$.44)

E. Travel/Training \$4,380

Travel to site visits (three long distance site visits with one person, three days each, two nights)

Lodging/Hotel: 2 nights x \$155 per night

M&IE: 3 days x \$100 per day

Airfare, roundtrip: \$500 each

\$1,160 per trip x 3 trips **\$3,480**

Travel to site visits (two local site visits with two people, three days)

Local travel: \$75 each per day for 3 days x 4 **\$900**

GSA per diem rates applied

F. Consultants/Contracts \$55,510

Dr. James Jones, Local State University (Co-Principal Investigator on project, former crime analyst) will submit monthly progress reports and invoices and will participate in meetings with the PI to review timelines, deliverables, and budget issues.

70 days x \$460 per day **\$32,220**

Travel to site visits (five long distance visits by consultant)

Lodging/Hotel: 2 nights x \$155 per night

M&IE: 3 days x \$100 per day

Airfare, roundtrip: \$500 each

Ground Transportation: \$50 roundtrip, costs for mileage to and from the airport and for airport parking of a privately-owned vehicle.

\$1,160 per trip x 5 trips **\$5,800**

Travel to company for two project meetings (by consultant)

Lodging/Hotel: 1 night x \$155 per night

M&IE: 2 days x \$100 per day

Airfare, roundtrip: \$500 each

Local travel (\$50 per trip), costs for mileage to and from the airport and for airport parking of a privately-owned vehicle.

\$905 per trip x 2 trips **\$1,810**

Travel to four focus group meetings (four long distance travelers per meeting)

Lodging/Hotel: 1 night x \$155 per night

M&IE: 2 days x \$100 per day

Airfare, roundtrip: \$500 each

Ground Transportation: \$50 roundtrip, costs for mileage to and from the airport and for airport parking of a privately-owned vehicle.

\$905 per trip x 16 trips **\$14,480**

Travel to four focus group meetings (four local travelers per meeting)**Local travel: \$75 each x 16** **\$1,200***GSA per diem rates applied***G. Other Costs \$6,008****User charge for telephone and local calls: \$.70 per Regular On-Site hour** *(\$.70 per reg. on site hr x 2,406 hrs = \$1,684)*

In 2007, this company implemented a telephone charge applied to all professional staff hours. The allocation base is the number of hours worked by Regular Staff members. The amount of \$0.70 for every hour worked by Regular Staff members is charged to billable and non-billable projects. Temporary Labor, Field Interviewers, and Special Labor categories are excluded from the allocation base because these categories of labor do not use the subject phone services. This charge will be treated as a service center. The costs related to phone usage by staff are included in this service center. The costs included are telephone hardware, the cost of local telephone service, and long distance charges which cannot be identified with projects. This company does not charge any employee labor to this service center. In other words, an estimate of the charge will be made in the beginning of the year, and adjusted to actual amount after the end of the year. The phone charge for 2011, will be bid, booked, and billed at \$0.70/regular staff hour for all active projects and new proposal budgets.

Labels for mailings: \$50

Envelopes 350 @ \$.44 (outgoing surveys, reminder letter, and returned surveys): \$154

General project photocopying, printer usage: \$1,600

Letterhead for survey mailing: \$320

Expenses for focus group meeting: \$600

Institutional Review Board (IRB) standard protocol: \$1,600

H. Indirect Costs \$88,120*Overhead on On-Site Labor*

On-site Overhead includes the costs associated with managing research staff members who are located at one of the corporate offices. This rate includes the costs of providing departmental oversight, professional development, pre-proposal client development, and the cost of facilities for our on-site staff. The provisional On-Site Overhead rate for 2011 is 46 percent. This rate will be applied as a percentage of direct labor cost and fringe benefits to all staff members whose usual location is at the corporate office.

\$231,894 Civilian/Non-Sworn Personnel labor costs x 38% On-Site Overhead = \$88,120

Total Project Amount Request from the Government

\$398,303

Section 15: Assurances and Certifications

Applicants to COPS programs are required to sign the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read, understand, and accept the grant terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant. A hard copy of the Assurances and Certifications, signed by the Law Enforcement Executive/Agency Executive and Government Executive/Financial Official named on the COPS Application Attachment to the SF-424, should be kept in the agency's files and furnished upon request.

A. Assurances

Several provisions of federal law and policy apply to all grant programs. The Office of Community Oriented Policing Services needs to secure your assurance that the applicant will comply with these provisions. If you would like further information about any of these assurances, please contact your state's COPS Grant Program Specialist at 800.421.6770.

By the applicant's authorized representative's signature, the applicant assures that it will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds. In particular, the applicant assures us that:

1. It has been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant and that the persons signing the application and these assurances on its behalf are authorized to do so and to act on its behalf with respect to any issues that may arise during processing of this application.
2. It will comply with the provisions of federal law, which limit certain political activities of grantee employees whose principal employment is in connection with an activity financed in whole or in part with this grant. These restrictions are set forth in 5 U.S.C. § 1501, et seq.
3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, if applicable.
4. It will establish safeguards, if it has not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
5. It will give the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.
6. It will comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant, including but not limited to: the requirements of 28 CFR Part 66 and 28 CFR Part 70 (governing administrative requirements for grants and cooperative agreements); 2 CFR Part 225 (OMB Circular A-87), 2 CFR 220 (OMB Circular A-21), 2 CFR Part 230 (OMB Circular A-122) and 48 CFR Part 31.000, et seq. (FAR 31) (governing cost principles); OMB Circular A-133 (governing audits) and other applicable OMB circulars; the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; 28 CFR Part 38.1; the current edition of the COPS Grant Monitoring Standards and Guidelines; the applicable COPS Grant Owner's Manuals; and with all other applicable program requirements, laws, orders, regulations, or circulars.
7. If applicable, it will, to the extent practicable and consistent with applicable law, seek, recruit and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions in the agency.
8. It will not, on the ground of race, color, religion, national origin, gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the non-discrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789d); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E, G and I) of the Code of Federal Regulations.
9. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against the applicant after a due process hearing, it agrees to forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531.
10. If your organization has received an award for \$500,000 or more and has 50 or more employees, then it has to prepare an Equal Employment Opportunity Plan (EEOP) and submit it to the Office for Civil Rights ("OCR"), Office of Justice Programs, 810 7th Street, N.W., Washington, DC 20531, for review within 60 days of the notification of the award. If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR.
11. Pursuant to Department of Justice guidelines (June 18, 2002 Federal Register (Volume 67, Number 117, pages 41455-41472)), under Title VI of the Civil Rights Act of 1964, it will ensure meaningful access to its programs and activities by persons with limited English proficiency.
12. It will ensure that any facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify us if advised by the EPA that a facility to be used in this grant is under consideration for such listing by the EPA.

11. If the applicant's state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, it has made this application available for review by the state Single Point of Contact.
12. It will submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget for clearance under the Paperwork Reduction Act of 1995 if required.
13. It will comply with the Human Subjects Research Risk Protections requirements of 28 CFR Part 46 if any part of the funded project contains non-exempt research or statistical activities which involve human subjects and also with 28 CFR Part 22, requiring the safeguarding of individually identifiable information collected from research participants.
14. Pursuant to Executive Order 13043, it will enforce on-the-job seat belt policies and programs for employees when operating agency-owned, rented or personally-owned vehicles.
15. It will not use COPS funds to supplant (replace) state, local, or Bureau of Indian Affairs funds that otherwise would be made available for the purposes of this grant, as applicable.
16. If the awarded grant contains a retention requirement, it will retain the increased officer staffing level and/or the increased officer redeployment level, as applicable, with state or local funds for a minimum of 12 months following expiration of the grant period.
17. It will not use any federal funding directly or indirectly to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law ratification, policy or appropriation whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy or appropriation as set forth in the Anti-Lobby Act, 18 U.S.C. 1913.
18. In the event that a portion of grant reimbursements are seized to pay off delinquent federal debts through the Treasury Offset Program or other debt collection process, it agrees to increase the non-federal share (or, if the awarded grant does not contain a cost sharing requirement, contribute a non-federal share) equal to the amount seized in order to fully implement the grant project.

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

Signature of Law Enforcement Executive/Agency Executive

Date

Signature of Government Executive/Financial Official

Date

Rev. 01/2010
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B. Certifications

Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.

Although the Department of Justice has made every effort to simplify the application process, other provisions of federal law require us to seek your agency's certification regarding certain matters. Applicants should read the regulations cited below and the instructions for certification included in the regulations to understand the requirements and whether they apply to a particular applicant. Signing this form complies with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "Nonprocurement Debarment and Suspension" 28 CFR Part 83 Government-Wide Requirements for Drug-Free Workplace (Grants)," and the coordination requirements of the Public Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement;
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and
- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Part 2867.20(a)-

A. The applicant certifies that it and its principals:

- (i) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
- (ii) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) or private agreement or transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of

any offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;

- (iii) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (A) (ii) of this certification; and
- (iv) Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this Certifications form, he or she shall attach an explanation to this application regarding the particular statement that cannot be certified. Please check here ☐ if an explanation is attached to this application. Please note that the applicant is still required to sign the Certifications form to certify to all the other applicable statements.

- 3. If applicable, an applicant who receives an award in excess of \$5,000,000 certifies that, to the best of its knowledge and belief, the applicant has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

4. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, for grantees/recipients, as defined at 28 CFR Part 83.660 -

A. The applicant certifies that it will, or will continue to, provide a drug- free workplace by:

- (i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (ii) Establishing an on-going drug-free awareness program to inform employees about -

- (a) The dangers of drug abuse in the workplace;
- (b) The grantee's policy of maintaining a drug-free workplace;

- (c) Any available drug counseling, rehabilitation and employee assistance programs; and
- (d) The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace;
- (iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);
- (iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (v) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: COPS Office, 1100 Vermont Ave., NW, Washington, D.C. 20530. Notice shall include the identification number(s) of each affected grant;
- (vi) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;

- (vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v), and (vi).

Grantee Agency Name and Address:

- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of performance (street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

5. Coordination

The Public Safety Partnership and Community Policing Act of 1994 requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

Grantee Agency Name and Address:

Grantee IRS/ Vendor Number:

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

Typed Name and Title of Law Enforcement Executive/Agency Executive

Date

Signature: _____

Typed Name and Title of Government Executive/Financial Official

Date

Signature: _____

Section 16: Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

If this applies to your agency, you are required to complete and submit the Disclosure of Lobbying Activities (SF-LLL) as via [Grants.gov](https://www.grants.gov). Complete all items that apply for both the initial filing and material change report.

Section 17: Certification of Review and Representation of Compliance With Requirements

The electronic signatures of the Law Enforcement Executive/Agency Executive and Government Executive/Financial Official, and any applicable program partners on the Certification of Review and Representation of Compliance with Requirements:

1. Assures the COPS Office that the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Application Guide
2. Attests to the accuracy of the information submitted with this application (including the Budget Detail Worksheets)

The signatures on this application must be made by the actual executives named on this application unless there is an officially documented authorization for a delegated signature. If your jurisdiction has such an official document, it must be attached to this application. Applications with missing, incomplete, or inaccurate signatories or responses may not be considered for funding.

Signatures shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant. A hard copy of the Certification of Review and Representation of Compliance with Requirements, signed by the Law Enforcement Executive/Agency Executive and Government Executive/Financial Official named on the COPS Application Attachment to the SF-424, should be kept in the agency's files and furnished upon request.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a COPS Office compliance investigation concerning a current grant award.

APPENDIXES

Appendix A: Glossary of COPS Program Terms

The following information is provided to assist you with the completion of your COPS grant program application forms. The list includes some of the most common terms that are used in the application forms. For additional assistance or clarification regarding any part of the application, please contact your Grant Program Specialist at 800.421.6770.

Allowable Costs: Allowable costs are costs that will be paid for by this grant program.

Authorized Officials: The authorized officials are the individuals in your organization who have final authority and responsibility for all programmatic and financial decisions regarding your application and, if awarded, your grant award. For law enforcement agencies, the listed Law Enforcement Executive (usually Chief of Police, Sheriff, etc.) and the Government Executive (usually Mayor, Board President, etc.) are your agency's authorized officials.

Authorized Organizational Representative (AOR): A person authorized by your E-business POC to submit applications to [Grants.gov](https://grants.gov). This privilege should be provided only to those individuals who currently have signature authority for submitting grant applications. The name of the individual designated as an AOR will be populated by the [Grants.gov](https://grants.gov) system in grant application package forms, which require signatures. An organization can assign as many AORs to use [Grants.gov](https://grants.gov) as necessary.

Automated Booking System: An automated booking system captures arrestee fingerprints and photographic information electronically and often has the ability to transfer that information to a departmental or statewide database.

Automated Fingerprint Identification System (AFIS): An AFIS system is a highly specialized biometrics system that compares a single fingerprint image with a database of fingerprint images. Fingerprint images are collected from crime scenes or are taken from criminal suspects when they are arrested. Fingerprint images may be captured by placing a finger on a scanner or by electronically scanning inked impressions on paper.

Award Start Date: This is the date on or after which your agency is authorized to purchase items or hire positions that were approved by the COPS Office. If awarded, the award start date is found on your grant Award Document. Grantees may not make any purchases or hire any positions prior to this date without written approval from the COPS Office.

Career Law Enforcement Officer: The COPS statute defines a "career law enforcement officer" as a person hired on a permanent basis who is authorized by law, or by a state or local public agency, to engage in or oversee the prevention, detection, or investigation of violations of criminal laws.

Catalog of Federal Domestic Assistance (CFDA): The CFDA is an annual government-wide publication that contains a description and index of all forms of federal assistance. Each program is assigned a "CFDA number," which is used by auditors to track grant revenues under the Single Audit Act. It is also used in participating states by State Single Points of Contact in conducting the required intergovernmental reviews under Executive Order 12372. The CFDA number for all COPS programs is 16.710.

Central Contractor Registration (CCR): Institutions receiving any type of award from the federal government must register with CCR. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

Closeout: The process in which the awarding agency, the COPS Office, determines that all applicable administrative actions and all required work and conditions of the award have been completed and met by the recipient and awarding agency.

Cognizant Federal Agency: The federal agency that generally provides the most federal financial assistance to the recipient of funds. Cognizance is assigned by the Office of Management and Budget (OMB).

Community Oriented Policing: Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

Computer Aided Dispatch (CAD) system: A computer database that can track calls for service, maintain status of units available, provide various reports, produce address histories, and support electronic mail. With the installation of integrated CAD systems, officers are able to receive calls for service on their mobile data terminals rather than over the radio. Radios can then be used only for serious emergencies.

Consortium: A consortium is a group of two or more governmental entities that agree to form a partnership to provide law enforcement services to their constituent communities.

COPS Finance Staff: The COPS Finance staff handles your agency's financial and budgetary needs related to your application. A Staff Accountant is assigned to your state, and is available to answer any questions that you may have concerning the financial aspects of your grant, if awarded. To identify your Staff Accountant, please call the COPS Office Response Center at 800.421.6770, or visit the COPS website at www.cops.usdoj.gov.

COPS Office: The Office of Community Oriented Policing Services (the COPS Office) is the office within the U.S. Department of Justice that, if awarded, is your "grantor" or "awarding" agency for your COPS grant or cooperative agreement. The COPS Office is responsible for administering your grant for the entire grant period. You can reach the COPS Office at 800.421.6770.

DUNS Number: DUNS stands for "data universal numbering system." DUNS numbers are issued by Dun and Bradstreet (D&B) and consist of nine or thirteen digits. If your institution does not have one, call 866.705.5711 to receive one free of charge. You can also request your DUNS number online at www.dnb.com/us.

E-Business Point of Contact (POC): Person who will designate which staff members can submit applications through COPS.usdoj.gov. When you register with CCR, your institution will be asked to designate an E-Business POC.

EPIC (El Paso Intelligence Center) National Clandestine Laboratory Seizure Database: The U.S. Department of Justice maintains this database to track seizure of clandestine drug laboratories. It contains addresses of some locations where law enforcement agencies reported they found chemicals or other items that indicated the presence of either clandestine drug laboratories or dump sites. For more information, please visit www.usdoj.gov/dea/programs/epic.htm or www.usdoj.gov/dea/seizures/index.html.

Federally Recognized Tribe: Tribal entities that are recognized and eligible for funding and services from the Bureau of Indian Affairs by virtue of their status as Indian tribes. They are acknowledged to have the immunities and privileges available to other federally recognized Indian tribes by virtue of their government-to-government relationship with the United States as well as the responsibilities, power, limitation, and obligations of such tribes. Only Federally Recognized Tribes are eligible to apply for COPS tribal grant funds. For further information, contact: Bureau of Indian Affairs, Division of Tribal Government Services, MS-4631 - MIB, 1849 C Street, N.W., Washington, DC 20240, 202.208.2475.

Gas Mask: A gas mask is connected to a chemical air filter and is used to protect the face and lungs from toxic gases.

Global Positioning System (GPS): Global Positioning Systems are a series of 24 geosynchronous satellites that continuously transmit their position. Each system is used in personal tracking, navigation, and automatic vehicle location technologies.

Grant Number: If awarded, the grant number identifies your agency's specific grant, and can be found on your grant Award Document. This number should be used as a reference when corresponding with the COPS Office. The COPS Office tracks grant information based upon this number.

Interoperable Communications: Communications interoperability refers to the ability to talk across disciplines and jurisdictions via radio communications networks on demand, in real time. Interoperable communications equipment and technology is used to increase interoperability and data information-sharing among the law enforcement, fire service, and emergency medical service communities.

Local Budget Cycle: Your agency's fiscal year. Some common examples include January 1 to December 31, October 1 to September 30, and July 1 to June 30. Some local budget cycles may extend up to 24 months.

M-PIN: Password used by your e-business point of contact to designate which staff members can submit applications to Grants.gov.

Matching Funds: What a locality must contribute as a cash match toward total allowable project costs over the life of the program.

Mobile Data Computer/Laptop: A Mobile Data Computer (MDC) is a computer terminal mounted in a vehicle that is linked via wireless communication to a network that is often integrated with a CAD system. MDCs enable officers to complete previously handwritten reports on a computer. This often eliminates the need to enter duplicate information on multiple reports.

National Incident-Based Reporting System (NIBRS): A comprehensive reporting database. Agencies provide individual records for eight index crimes and 38 other offenses.

Obligation of Funds: If this application is awarded, the COPS Office “obligates” federal funds when the grant Award Document is signed by the Director or his/her designated official. For the grantee, grant funds are “obligated” when monies are spent directly on purchasing items approved under the grant or cooperative agreement. The term encumbrance is often times used at the local and state levels to describe this type of transaction. Liquidated obligations are considered cash outlays or monies actually spent. Unliquidated obligations are obligations incurred and recorded but not yet paid (accrual basis of accounting) or not yet recorded and not yet paid (cash basis of accounting).

OJP Vendor Number/EIN Number: This is your agency’s nine-digit federal tax identification number assigned to you by the IRS. Your accounting/bookkeeping department should have this number. If your EIN previously has been assigned to another agency within your jurisdiction, the Office of the Chief Financial Officer will assign a new OJP vendor number to you. The new assigned number is to be used for administrative purposes only, in connection with this grant program, and should not be used for IRS purposes.

ORI (Originating Agency Identifier) Number: This number is assigned by the FBI and is your agency’s originating agency identifier. The first two letters are your state abbreviation, the next three numbers are your county’s code, and the final two numbers identify your jurisdiction within your county. When you contact the COPS Office with a question, you can use the ORI number, and we will be able to assist you. If you are a previous COPS grant recipient, you may have been assigned an ORI number through the COPS Office if the FBI had not previously assigned your agency this identifier number.

Primary Law Enforcement Authority: An agency with primary law enforcement authority is the agency that is the first responder to calls for service, and has ultimate and final responsibility for the prevention, detection, and/or investigation of violations of criminal laws within its jurisdiction.

The Public Safety Partnership and Community Policing Act of 1994: The COPS Office is charged with fulfilling the mandates of this law. The purposes of the law are to:

- Increase the number of community policing officers on the beat.
- Provide additional and more effective training to law enforcement officers to enhance their problem-solving, service, and other skills needed in interacting with members of the community.
- Encourage the development and implementation of innovative programs to permit members of the community to assist law enforcement agencies in the prevention of crime.
- Encourage the development of new technologies to assist law enforcement agencies in reorienting the emphasis of their activities from reacting to crime to preventing crime.

Supplanting: COPS grant funds may not be used to supplant (replace) state, local, or Bureau of Indian Affairs funds that would be made available in the absence of federal COPS grant funding. Program funds must be used to increase the amount of state, local, or Bureau of Indian Affairs funds otherwise budgeted for the grant purposes, plus any additional state, local, or Bureau of Indian Affairs funds budgeted for these purposes.

Appendix B: Intergovernmental Review Process, Points of Contact by State

Executive Order 12372 requires applicants from state and local units of government, or other organizations or individuals providing service within a state, to submit a copy of the application to the state Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Before the application due date, you must contact your state SPOC to find out if this program has been selected for review and comply with the state's process under Executive Order 12372. The Catalog of Federal Domestic Assistance reference for this program is number 16.710 "Public Safety and Community Policing Grants."

A current list of state SPOCs is listed at www.whitehouse.gov/omb/grants/spoc.html. States that are not listed have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC.

Appendix C: Federal Funding Accountability and Transparency Act (FFATA) Reporting and Executive Compensation Award Terms

The following award terms will be incorporated in all COPS awards made on or after October 1, 2010:

Reporting Subawards and Executive Compensation.

a. Reporting of first-tier subawards.

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111–5) for a subaward to an entity (see definitions in paragraph e. of this award term).
2. *Where and when to report.*
 - i. You must report each obligating action described in paragraph a.1. of this award term to www.fsrc.gov.
 - ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
3. *What to report.* You must report the information about each obligating action that the submission instructions posted at www.fsrc.gov specify.

b. Reporting Total Compensation of Recipient Executives.

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
 - i. the total Federal funding authorized to date under this award is \$25,000 or more;
 - ii. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

-
- iii. the public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)
 - 2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:
 - i. As part of your registration profile at www.ccr.gov.
 - ii. By the end of the month following the month in which this award is made, and annually thereafter.
 - c. *Reporting of Total Compensation of Subrecipient Executives.*
 - 1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—
 - i. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - ii. the public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)
 - 2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:
 - i. To the recipient.
 - ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.
 - d. *Exemptions*

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

 - i. Subawards, and
 - ii. The total compensation of the five most highly compensated executives of any subrecipient.

- e. *Definitions.* For purposes of this award term:
1. *Entity* means all of the following, as defined in 2 CFR part 25:
 - i. A Governmental organization, which is a State, local government, or Indian tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign nonprofit organization;
 - iv. A domestic or foreign for-profit organization;
 - v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
 2. *Executive* means officers, managing partners, or any other employees in management positions.
 3. *Subaward*:
 - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. II .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
 - iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
 4. *Subrecipient* means an entity that:
 - i. Receives a subaward from you (the recipient) under this award; and
 - ii. Is accountable to you for the use of the Federal funds provided by the subaward.
 5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - i. *Salary and bonus.*
 - ii. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
 - v. *Above-market earnings on deferred compensation which is not tax-qualified.*
 - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

Appendix D: Central Contractor Registration and Universal Identifier Requirements Award Terms

The following award terms will be incorporated in all COPS awards made on or after October 1, 2010:

I. Central Contractor Registration and Universal Identifier Requirements

A. Requirement for Central Contractor Registration (CCR)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

C. Definitions

For purposes of this award term:

1. *Central Contractor Registration (CCR)* means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at www.ccr.gov).
2. *Data Universal Numbering System (DUNS) number* means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

4. *Subaward*:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you, as the recipient, award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. __.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
 - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. Subrecipient means an entity that:
 - a. Receives a subaward from you under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the subaward

Appendix E: Sample Standard Budget Detail Worksheet

CPD applicants can use the form-fillable standard Budget Detail Worksheets that are available on the CPD application website. The Budget Detail Worksheets must be printed, scanned, and uploaded electronically to the application. A sample of these sheets is provided here. Alternately, you may follow the Budget Detail Worksheet format and submit your own budget using a spreadsheet. The budget sheets are to be submitted in Section 13 as an Application Attachment.

B. Base Salary and Fringe Benefits for Civilian/Non-Sworn PersonnelNo Civilian/Non-Sworn Positions Requested ☐**Part 1: Instructions:** Please complete the questions below for one non-sworn position salary and benefits package. As applicable per the program-specific Application Guide, you may also be required to project Year 2 and Year 3 salaries.**A. Base Salary Information**

Position Title	Year 1 Salary Enter the current first year base salary for one civilian/non-sworn position.	Year 2 Salary (As applicable) Enter the second year base salary for one civilian/non-sworn position.	Year 3 Salary (As applicable) Enter the third year base salary for one civilian/non-sworn position.
Description	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
(One position per worksheet)	x <input type="text"/> % of time on project =	x <input type="text"/> % of time on project =	x <input type="text"/> % of time on project =

B. Fringe benefit costs should be calculated for each year of the grant term.**FRINGE BENEFITS:****Year 1 Fringe Benefits****Year 2 Fringe Benefits****Year 3 Fringe Benefits**

Social Security	Exempt: <input checked="" type="checkbox"/> 6.2% <input type="checkbox"/> Fixed Rate: <input type="checkbox"/>		
Cannot exceed 6.2% of Total Base Salary.			
Medicare	Exempt: <input type="checkbox"/> 1.45% <input type="checkbox"/> Fixed Rate: <input type="checkbox"/>		
Cannot exceed 1.45% of Total Base Salary.			
Health Insurance			
Individual: <input type="checkbox"/>	Family: <input type="checkbox"/>	Fixed Rate: <input type="checkbox"/>	
Life Insurance			
Vacation	Number of Hours Annually: <input type="text"/>		
Sick Leave	Number of Hours Annually: <input type="text"/>		
Retirement	Fixed Rate: <input type="checkbox"/>		
Worker's Compensation	Exempt: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/>		
Unemployment Insurance	Exempt: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/>		
Other <input type="checkbox"/> Select one...			
Other <input type="checkbox"/> Select one...			
Other <input type="checkbox"/> Select one...			

Benefits Sub-Total Per Year (1 Position)**Total (A+B)****D. Total Salary and Benefits for Years 1, 2, and 3 (1 Position): \$**If requesting additional positions with exact budget check here ☐ Indicate # of positions If requesting other position(s) with different budget(s), check here ☐**Civilians/Non-Sworn Personnel Total \$**

C. EQUIPMENT/TECHNOLOGY**No Equipment/Technology Requested ☐**

Instructions: List non-expendable items that are to be purchased. **Provide a specific description for each item and explain how the item supports the project goals and objectives as outlined in your application.** Non-expendable equipment is tangible property (e.g., technology) having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in the **"SUPPLIES"** or **"OTHER"** categories. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially for high-price items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the **"CONTRACTS / CONSULTANTS"** category.

Please be advised that, to the greatest extent practical, all equipment and products purchased with these funds must be American-made.

For agencies purchasing items related to enhanced communications systems, the COPS Office expects and encourages that, wherever feasible, such voice or data communications equipment should be incorporated into an intra- or interjurisdictional strategy for communications interoperability among federal, state, and local law enforcement agencies.

See the program-specific Application Guide for a list of allowable/unallowable costs for this program. Agencies are encouraged to limit their requests to the lines shown below and group similar items together so that all items are accounted for on the budget worksheet for each category. However, if your agency requires more lines please check the available box.

Item Name	Computation (# of Items/Units X Unit Cost)	Per Item Subtotal
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
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<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="checkbox"/> More Equipment/Technology Entries Required	Equipment/Technology Total:	\$ <input type="text"/>

D. SUPPLIES**No Supplies Requested** ☐

Instructions: List items by type (office supplies; postage; training materials; copying paper; books; hand-held tape recorders; etc). **Provide a specific description for each item and explain how it supports the project goals and objectives outlined in your application.** Generally, supplies include any materials that are expendable or consumed during the course of the project.

See the program-specific Application Guide for a list of allowable/unallowable costs for this program. Agencies are encouraged to limit their requests to the lines shown below and group similar items together so that all items are accounted for on the budget worksheet for each category. However, if your agency requires more than lines please check the available box.

Item Name	Computation (# of Items/Units X Unit Cost)	Per Item Subtotal
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
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<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="checkbox"/> More Supply Entries Required	Supplies Total:	\$ <input type="text"/>

E. TRAVEL/TRAINING**No Travel/Training Requested ☐**

Instructions: Itemize grant-related travel expenses of grantee personnel (excluding consultants, whose expenses are listed in Section F) by event (e.g., mandatory training, staff to training, field interviews, advisory group meetings). Identify the location of travel whenever possible, and show the number of staff expected to attend each event. Training fees, transportation, lodging and per diem rates for trainees should be listed as separate travel items. Grantee travel costs specific to the grant project may be based on the grantee's written travel policy, assuming the costs are reasonable. Grantees without a written travel policy must follow the established federal rates (found at www.gsa.gov) for lodging, meals, and per diem. For all grantees (with or without a written travel policy), airfare travel costs must be one of the following: the lowest discount commercial airfare, standard coach airfare, or the federal government contract airfare (if authorized and available). Note: Any local training costs (within a 50-mile radius) should be listed under Section G ("Other Costs").

See the program-specific Application Guide for a list of allowable/unallowable costs for this program. Agencies are encouraged to limit their requests to the lines shown below and group similar items together so that all items are accounted for on the budget worksheet for each category. However, if your agency requires more lines please check the available box.

Event Title and Location	Event Costs	Number of Staff	Per Event Subtotal
	Registration \$ <input type="text"/> Transportation \$ <input type="text"/> Lodging \$ <input type="text"/> Per diem \$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
	Registration \$ <input type="text"/> Transportation \$ <input type="text"/> Lodging \$ <input type="text"/> Per diem \$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
	Registration \$ <input type="text"/> Transportation \$ <input type="text"/> Lodging \$ <input type="text"/> Per diem \$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
	Registration \$ <input type="text"/> Transportation \$ <input type="text"/> Lodging \$ <input type="text"/> Per diem \$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
	Registration \$ <input type="text"/> Transportation \$ <input type="text"/> Lodging \$ <input type="text"/> Per diem \$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
	Registration \$ <input type="text"/> Transportation \$ <input type="text"/> Lodging \$ <input type="text"/> Per diem \$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="checkbox"/> More Travel/Training Entries Required	Travel/Training Total:		\$ <input type="text"/>

F. CONTRACTS/CONSULTANTS**No Contracts/Consultants Costs Requested** ☐

Instructions: See the program-specific Application Guide for a list of allowable/unallowable costs for the particular program to which you are applying.

1. Contracts: Provide a cost estimate for the product or service to be procured by contract. Applicants are encouraged to promote free and open competition in awarding contracts. If awarded, requests for sole source procurements of equipment, technology, or services in excess of \$100,000 must be submitted to the COPS Office for prior approval. (See Application Guide for more information on the required submission.)

Contract Name	Per Contract Subtotal
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
Contracts Subtotal: \$ <input type="text"/>	

2. Consultant Fees: For each consultant enter the name (if known), service to be provided, hourly or daily fee (based upon an 8-hour day), and estimated length of time on the project. Unless otherwise approved by the COPS Office, approved consultant rates will be based on the salary a consultant receives from his or her primary employer. Consultant fees in excess of \$550 per day require additional written justification and must be pre-approved in writing by the COPS Office if the consultant is hired via a noncompetitive bidding process.

Consultant Name/Title	Service Provided	Computation (Cost X # Days or # Hours)	Per Consultant Fee Subtotal
<input type="text"/>	<input type="text"/>	(<input type="text"/> X <input type="text"/> Select one: Days <input type="checkbox"/> Hours <input type="checkbox"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	(<input type="text"/> X <input type="text"/> Select one: Days <input type="checkbox"/> Hours <input type="checkbox"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	Consultant Fees Subtotal:	\$ <input type="text"/>

3. Consultant Travel: List all travel-related expenses to be paid from the grant to the individual consultants (e.g., transportation, meals, lodging) separate from their consultant fees.

Consultant Name/ Event Title	Event Costs	Number of Staff	Per Consultant Travel Subtotal
<input type="text"/>	Registration \$ <input type="text"/> Transportation \$ <input type="text"/> Lodging \$ <input type="text"/> Per diem \$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	Registration \$ <input type="text"/> Transportation \$ <input type="text"/> Lodging \$ <input type="text"/> Per diem \$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Consultant Travel Subtotal:			\$ <input type="text"/>

4. Consultant Expenses: List all travel-related expenses to be paid from the grant to the individual consultants separate from their consultant fees and travel expenses (e.g., computer equipment and office supplies).

Consultant Name/Title	Item(s)	Per Consultant Subtotal
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	Consultant Expenses Subtotal:	\$ <input type="text"/>

Contracts/Consultants Total:		\$ <input type="text"/>
Contracts (F1) + Consultant Fees (F2) + Consultant Travel (F3) + Consultant Expenses (F4)		

G. OTHER COSTS**No Other Costs Requested ☐**

Instructions: List other requested items that will support the project goals and objectives as outlined in your application. **Provide a specific description for each item and explain how the item supports the project goals and objectives as outlined in your application.**

Please be advised that, to the greatest extent practical, all equipment and products purchased with these funds must be American-made.

See the program-specific Application Guide for a list of allowable/unallowable costs for this program. Agencies are encouraged to limit their requests to the lines shown below and group similar items together so that all items are accounted for on the budget worksheet for each category. However, if your agency requires more lines please check the available box.

Item Name	Computation (# of Items/Units X Unit Cost)	Per Item Subtotal
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="text"/>	(<input type="text"/> X <input type="text"/>)	\$ <input type="text"/>
<input type="checkbox"/> More Other Costs Entries Required	Other Costs Total:	\$ <input type="text"/>

H. INDIRECT COSTS**No Indirect Costs Requested** ☐

Instructions: Indirect costs are allowed under a **very limited** number of specialized COPS programs. Please see the program-specific Application Guide for a list of allowable/unallowable costs for the particular program to which you are applying.

If indirect costs are requested, a copy of the agency's fully-executed, negotiated Federal Rate Approval Agreement must be attached to this application.

Indirect Cost Description	Approved Indirect Cost Rate	Indirect Cost Total
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

SAMPLE

Instructions: Please review the category totals and the total project costs below. If the category totals and project amounts shown are correct, please continue with the submission of your application. Should you need to make revisions to a budget category, click the "Edit" button for that category.

	Budget Category	Category Total	Edit
A.	Sworn Officer Positions	\$ <input type="text"/>	
B.	Civilian/Non-Sworn Personnel	\$ <input type="text"/>	
C.	Equipment/Technology	\$ <input type="text"/>	
D.	Supplies	\$ <input type="text"/>	
E.	Travel/Training	\$ <input type="text"/>	
F.	Contracts/Consultants	\$ <input type="text"/>	
G.	Other Costs	\$ <input type="text"/>	
H.	Indirect Costs	\$ <input type="text"/>	
Total Project Amount:		\$ <input type="text"/>	
Total Federal Share Amount: (Total Project Amount X Federal Share Percentage Allowable)		\$ <input type="text"/>	<input type="text"/> %
Total Local Share Amount (If applicable): (Total Project Amount - Total Federal Share Amount)		\$ <input type="text"/>	<input type="text"/> %

Contact Information for Budget Questions

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

Authorized Official's Typed Name: _____

Title: _____

Phone: _____

Fax: _____

E-mail Address: _____

PAPERWORK REDUCTION ACT NOTICE

The public reporting burden for this collection of information is estimated to be up to one hour per response, depending upon the COPS program being applied for, which includes time for reviewing instructions. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 145 N Street, N.E., Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098 and the expiration date is 05/31/2013.



U.S. Department of Justice
Office of Community Oriented Policing Services
Two Constitution Square
145 N Street, N.E.
Washington, DC 20530

To obtain details on COPS programs, call the
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